

**THE UNIVERSITY OF NOTTINGHAM MALAYSIA**  
**Recruitment Role Profile Form**

**Job Title:** Associate or Full Professor, Head of School

**School/Department:** School of Psychology, Faculty of Science and Engineering

**Job Family and Level:** Academic, Level 6 or 7

**Location:** School of Psychology, UNM, Semenyih

**Reporting to:** Dean of the Faculty of Science and Engineering

**Purpose of the Role:**

This is a generic **Role Profile** which outlines the main duties and responsibilities of an **Associate or Full Professor** in the School of Psychology. The role profile is not intended to be an exhaustive list of every aspect of the job, and it is noted that it is likely that this position will be held in conjunction with School and/or Faculty-level administrative responsibilities.

**Job Outline**

The post holder will be expected to contribute to academic activities through the delivery of high-quality teaching, supervision, and research, and they will be required to undertake administrative work and/or management functions as required and to generally assist with the efficient and effective running of the School of Psychology and wider Faculty and University. The position will involve working closely with colleagues at the UK School and opportunities for travel to the UK may be provided.

<b>Main Responsibilities</b>	
1	<p><b>Teaching, Learning, and Support</b></p> <ul style="list-style-type: none"> <li>• To design and deliver modules in specialist subjects, including setting of assessments and examinations, preparation, teaching, marking, tutorial support, and associated administration.</li> <li>• To teach and examine students, particularly those on the undergraduate and postgraduate taught Psychology programmes and students taking modules in the subject areas relevant to the post.</li> <li>• To be module convenor for some of the modules associated with these degrees and to maintain and develop both the quality and appropriateness of the course materials and the curriculum.</li> <li>• Continuously evaluate teaching content, delivery methods, and assessment methods and to make improvements when necessary.</li> <li>• To take a role in the recruitment and admission of students to undergraduate and postgraduate degrees.</li> <li>• To take part in and contribute to staff development activities consistent with continuous professional development.</li> </ul>
2	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• To take initiate, plan, develop, and conduct individual and/or collaborative research objectives, projects, and proposals either as an individual or as part of a broader programme.</li> <li>• To contribute fully to School research activities, including the provision of information required for the MyRA or similar impact-measurement activities.</li> <li>• To establish a national reputation and regularly disseminate and explain research findings through leading peer-reviewed publications (on a sustained basis), conferences (both national and international), and other appropriate media.</li> <li>• To generate income by developing and winning support for innovative research proposals and funding bids.</li> <li>• Supervision of postgraduate research students as main or co supervisor and act as internal examiner for students in postgraduate research programmes.</li> </ul>

3	<p><b>Head of School responsibilities: Line Management of Staff &amp; Overall Responsibility for School and Delivery of Programmes</b></p> <ul style="list-style-type: none"> <li>• Attending Faculty Management Board (every two weeks)</li> <li>• Attending Leadership and Management Forum (every month)</li> <li>• Managing School budget</li> <li>• Signing forms (purchasing/leave/student transfers/student absence/student attendance intervention meetings, etc.)</li> <li>• Recruitment of new staff – requisition, advertisements, shortlisting, arranging interviews, conducting interviews, liaising with UK, induction, etc.</li> <li>• Attend UG and PG LCF meetings</li> <li>• Decide Nottingham Student Experience Satisfaction (NSES) action plan (with DoT&amp;L)</li> <li>• Approve Handbook of the School of Psychology</li> <li>• Attending meetings of extenuating circumstances committee (with Exams Officer and Director of Teaching and Learning)</li> <li>• Liaising with Dean of Faculty of Science and Engineering</li> <li>• Regular meetings with HoS in UK (MS Teams and visit)</li> <li>• Organising and chairing Psychology staff meetings (at least once per semester) and Away Day</li> <li>• Assigning and monitoring of administration responsibilities of staff</li> <li>• Assigning and monitoring of teaching responsibilities of staff with DoT&amp;L</li> <li>• Developing and implementing teaching and learning strategy with DoT&amp;L</li> <li>• Developing and implementing research and knowledge exchange strategy with DoRKE</li> <li>• PDPR, ADC, promotions, Reward &amp; Recognition, Lord Dearing Award, Nottingham Recognition Scheme, etc.</li> <li>• Organize SET/SEM scores (with DoT&amp;L)</li> <li>• Counselling staff on SET/SEM scores and feedback (with DoT&amp;L)</li> <li>• Managing accreditation of degree courses (i.e., BPS, IQA, MQA, EEAR)</li> <li>• Attending Malaysia Head of Psychology Schools Meetings (now PSIMA Academic council)</li> <li>• Organizing attendance at MAPSA, etc.</li> </ul> <p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>• To assist with the efficient administration of the School and its activities.</li> <li>• To support and comply with the University, Faculty, and School teaching quality assurance standards and procedures, including ensuring BPS, MQA, QAA and Quality Manual requirements are met in their own area of work.</li> <li>• Respond to queries from staff and students (including applicants), providing information and advice, and assisting in admissions.</li> <li>• Prepare student handouts and handbooks.</li> <li>• Maintain and develop online teaching resources (e.g., MS Teams, Moodle, Echo360, Talis Aspire) for modules within subject area.</li> <li>• Peer review of colleagues' teaching</li> <li>• Attend committees, teaching groups, and relevant School meetings to ensure teaching and programmes are co-ordinated.</li> <li>• To ensure compliance with ethics and health and safety requirements in all aspects of work.</li> </ul>
4	<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Supervise and assess undergraduate students undertaking appropriate Research Projects within the school.</li> <li>• Act as personal tutor, including providing tutorial seminars</li> <li>• Pastoral care of students, providing advice and support relating to their studies.</li> </ul>
5	<p><b>External liaison</b></p> <ul style="list-style-type: none"> <li>• Contribute to marketing activities, including domestic and international student recruitment.</li> <li>• Liaise with Government organisations to ensure the courses at UNM are recognised and accredited.</li> <li>• Liaise with the British Psychological Society to ensure the courses at UNM are accredited.</li> </ul>

6	Any other duties appropriate to the grade and role.
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**Knowledge, Skills, Qualifications & Experience**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• PhD in Psychology or a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate Degree in Psychology</li> </ul>
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>• Evidence of excellent teaching and presentation skills relevant to psychology</li> <li>• Excellent spoken English</li> <li>• Excellent interpersonal skills, incorporating written and oral communication skills, time management, organizational skills, ICT literacy, and administrative skills.</li> </ul>	<ul style="list-style-type: none"> <li>• A postgraduate teaching qualification (e.g., PGCHE or equivalent)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven teaching experience in the Higher Education sector</li> <li>• Ability to engage and retain the interest and enthusiasm of students and inspire them to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative duties associated with taught modules in Higher Education</li> </ul>

**Decision Making**

**i) taken independently by the role holder;**

<ul style="list-style-type: none"> <li>• Teaching and guidance of students</li> <li>• Setting and marking of assignments and exam papers</li> <li>• Personal tutorial support to students, content of seminars</li> <li>• Recommendations for the admission of students</li> <li>• Individual research</li> <li>• Final admissions decisions</li> </ul>
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**ii) taken in collaboration with others;**

<ul style="list-style-type: none"> <li>• Aspects of course/curriculum development and new programmes of study</li> <li>• Ensure academic and administrative quality of courses</li> </ul>
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**iii) referred to the appropriate line manager by the role holder.**

<ul style="list-style-type: none"> <li>• New module development/approval</li> <li>• Complex pastoral issues</li> <li>• Disciplinary/grievance procedures</li> </ul>
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