

Job Description

General Details

Job title:	Associate Professor of Business Management or Innovation
School/Department	Business School
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time 1.0 FTE
Grade/Salary:	Grade 9 currently £49,149 - £56,950 per annum Associate Prof
Date Prepared:	April 2018

Job Purpose

The post holder will contribute to leading and managing the research activity in the Business subject area and as such will be expected to make a substantial contribution to the research agenda of the Business School and to contribute to the REF submission. The post holder will play a key role in the development and delivery of academic provision to postgraduate students, specifically in the areas of business management and/or innovation. We are also looking to develop a suite of cross-disciplinary postgraduate courses with areas such as health, creative industries, sport and technology design and you would be expected to have a role in the development of these new courses.

The post holder will in addition undertake operational management responsibilities as allocated by the Head of Department and will contribute to University and/or School initiatives and developments in line with the strategic business plan.

Relationships

Reporting to:	Head of Department
Responsible for:	N/A

Main Activities

The Main Activities of the Post are:

- To carry out internationally recognised research, adding to the body of knowledge in appropriate areas, and make a significant contribution to the strategic development of the School.
- To lead and support research and collaborative partnerships.
- To be involved in bids for research and for other externally funded project manage research contracts and budgets, accordingly.
- To supervise postgraduate students, especially at PhD and DBA level.

- To lead and manage research staff as appropriate.
- To act as a mentor to staff especially to Early Career Researchers.
- To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the aims of the provision within the Business School and where appropriate, across other Schools/Departments of the University.
- To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules and awards, as directed by the Head of Department.
- To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate.
- To attend and contribute to relevant University wide Research meetings
- To enhance the School ability to engage with industrial and external partner contacts through effective networking to build relationships for future activities.
- To undertake both general Health & Safety responsibilities in accordance with the University's Health & Safety Policy and in addition, to provide such supervision as is necessary to ensure the health and safety of both Postgraduate and Undergraduate students.
- To undertake appropriate professional development activities as part of the University Professional Develop Review process.
- To undertake other such responsibilities as may reasonably be required by the Head of Department and/or Dean of School.

Duties and Responsibilities of the Role of Associate Professor

The duties and responsibilities of an individual who has been awarded the title of Associate Professor are outlined below:

- Conducting internationally recognised research, published in leading peer-reviewed journals;
- Applying for and securing research income from such bodies as Research Councils, European Union, charitable foundations, commercial enterprise, government (e.g.: Innovate UK) and other sponsors;
- Representing the University on appropriate regionally and nationally recognised bodies;
- Demonstrating a full and active role in the life of the University and enhancing its public reputation as a centre of education, research, enterprise and scholarship.
- Teaching undergraduate and postgraduate students to the highest professional standards;
- Supervising undergraduate, postgraduate, doctoral and post-doctoral dissertations, theses and research;
- Contributing to the improvement of education in the University through innovation curriculum and pedagogy.

Special Conditions

There will be a need for the post holder to work occasional week-ends to cover activities such as CPD, outreach, and recruitment activities.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and work-based learning.

There may be a need to occasionally participate in teaching and assessment activities during the evening.

There may be opportunities to participate in overseas teaching and assessment from time to time.

External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

Professional Development

The University is keen to support staff in achieving high standards of teaching in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have an equivalent qualification, are normally expected to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE) as a condition of their employment with Staffordshire University. Positive engagement in CPD to attain a high standard of teaching will be one of the factors considered at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

If, because of your previous teaching experience and/or an equivalence in terms of a teaching qualification you are not required to complete the PgCHPE, you would still be required to gain Senior Fellowship/Fellowship of the HEA if you have not already done so. An internal 'Routes to Fellowship' scheme, which consists of a portfolio and reflective discussion, is available to enable staff to work towards the relevant level of HE Academy Fellowship.

Research and Scholarly Activity

The duties of Associate Professor/Professor include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. This will be determined by your Head of Department/Dean in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

We will provide tailored capacity building for research-active staff to engage in producing internationally excellent and world-leading research. Our workload allocation model will recognise

that those staff who have a significant responsibility for research require the time to produce activity and outputs that are internationally excellent and world-leading in quality.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Prof Vish Maheshwari tel 01782 294994

Prof Jon Fairburn tel 01782 294094

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

If you wish to apply for this post please use the '**Apply Online**' link to complete the University's online application form. We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

In addition, please attach the following documentation with your application:

- **Full Curriculum Vitae please include links to suitable online profiles such as Researchgate, Google Scholar and ORCID**
- **Referee Nomination Form**
- **A list of all publications with relevant metrics, and projects with funding amounts.**