

JOB DESCRIPTION

Associate Professor in Faculty of xxx

Details				
Job Title:	Associate Professor (based in a Faculty)			
Faculty:				
Job Reports To:	Head of School			
Location:				
Post Number:				
Pay Point:	Grade 9			
Context				

JOB DESCRIPTION

Associate Professor in Faculty of xxx

Associate Professors at the University of Bedfordshire will exhibit a sustained contribution to the University's strategy and support the development of an inclusive, high-performing culture in which all staff can thrive.

Each Associate Professor is expected to meet in a sustained manner the criteria for promotion to Associate Professor set out in the University of Bedfordshire Promotion Policy Associate Professor and Professor (Band 1). They will demonstrate a significant or excellent contribution at the Associate Professor level, to academic leadership and citizenship in the University and show an excellent or significant performance in at least one of the University's three senior career pathways:

- **Research**
- **Teaching and Student Academic Experience**
- **Innovation and External Engagement**

Associate Professors will be recognised for their sustained personal standing and external influence at a national or international level. They will advance knowledge and practice within their discipline and area of activity. Associate Professors will contribute to strategic initiatives within a Research Institute and/or their Faculty and School. Subject to workload allocations, Associate Professors will contribute to teaching and enhancing the student experience in the University. Associate Professors are expected to make a significant contribution to the external research environment and act as ambassadors for the values of the University in all their professional activities. Associate Professors in faculties will also be expected to identify and secure external peer reviewed income on a sustained basis to maintain a proportion of their own activity.

Key responsibilities include:

- Producing new knowledge and undertaking sustained production of high-quality outputs in leading peer-reviewed journals or other forms of publication and practice.
- Making a significant contribution to leadership, management and administration in the relevant senior career pathways.
- Securing external peer reviewed funding to support personal and institutional activity.
- Mentoring academic staff and undertaking line management, where required, to foster an environment of research excellence, innovative teaching, and impactful external engagement.
- Supervising postgraduate researchers to successful completion.
- Building and sustaining a vibrant academic culture that encourages collaboration, knowledge exchange and professional growth.

Leadership responsibilities for Associate Professor may evolve over time in response to changing priorities and structures, for example, in relation to research institutes, portfolio development and external frameworks such as REF, KEF, Ofsted and TEF.

Staff who are promoted internally to grade 9 Associate Professor from a grade 8 position will be transferred to the Associate Professor job description, but adjustment may be made to their Associate Professor job description if the individual staff member will be continuing in an existing leadership role e.g. portfolio lead.

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Staff already at Grade 9 who receive the title of Associate Professor through internal promotion will either be transferred to the Associate Professor job description or their current job description will be adjusted where necessary on appointment to reflect the criteria for promotions in the relevant senior career pathway set out in the University of Bedfordshire Promotion Policy Associate Professor and Professor (Band 1).

Staff on research only contracts who receive the title of Associate Professor through internal promotion will either be transferred to the Associate Professor job description or their current job description will be adjusted where necessary on appointment to reflect the criteria for promotions in the relevant senior career pathway set out in the University of Bedfordshire Promotion Policy Associate Professor and Professor (Band 1).

Staff not based in faculties who receive the title of Associate Professor through external appointment or internal promotion will have their own job description that will be adjusted where necessary on appointment to reflect the criteria for promotions set out in the University of Bedfordshire Promotion Policy Associate Professor and Professor (Band 1).

Key Elements (please tick as appropriate)

1.	This post has MANAGEMENT RESPONSIBILITY	YES	☒	NO	☐
2.	This job requires SAFEGUARDING	YES	☐	NO	☒
3.	This is a KEY POST (i.e. must have nominated deputy)	YES	☐	NO	☒

Principal Accountabilities

1. Strategic Leadership & Planning

- A commitment to demonstrating the leadership qualities within our Leadership Framework [Leadership Framework | University of Bedfordshire](#).
- Provide leadership within a Research Institute and/or the relevant Faculty playing a sustained role in strategy and planning, development and implementation.
- Develop, manage and deliver projects, including projects aligned to University strategic priorities.
- Secure sustained funding for projects from competitive grants and tenders in line with sector norms of the academic area and regularly apply for funding as principal investigator.
- Make a significant contribution to the planning and preparations relating to external frameworks and audits (e.g., REF, KEF, Ofsted and TEF), depending on senior career pathway.
- Contribute, subject to workload allocations, to undergraduate and/or postgraduate teaching and student experience through lecturing, project supervision, personal tutoring, curriculum innovation, portfolio leadership, cross-disciplinary projects, open days, marketing campaigns and initiatives that impact positively on student outcomes and satisfaction.

2. External Leadership & Funding

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- Disseminate knowledge and influence your area of activity through internationally excellent publications in peer-reviewed journals, other forms of published output, external engagement, innovation and impact activities in line with sector norms of the academic area.
- Champion internally and externally the University's values, behaviours, and commitment to equality, diversity, inclusion and integrity.
- Maintain a significant external profile and personal standing in discipline and area of activity (e.g. editorial boards, committees, advisory groups and professional bodies) at a national level.

3. Partnership Development & External Engagement

- Build and maintain collaborative projects and relationships with external partners, universities and relevant organisations that encourage innovative practice and external impact.
- Undertake national and/or international external activity and networking to enhance organisational reputation, personal standing and the Research Institute profile.

4. People Leadership & Development

- Provide sustained mentorship, and line management where required, for academic and/or research staff to enhance their career development, continual professional development and involvement in activities linked to academic citizenship.
- Supervise postgraduate research students to completion and ensure the development of a supportive postgraduate research culture.
- Contribute to initiatives and projects that create positive relationships between staff, stakeholders and external bodies to support strategy delivery
- Role model the Leadership Qualities in our Leadership Framework

5. Resource & Operational Management

- Contribute to committees, chairing if required, and manage resources and budgets for internally and externally funded projects.
- Ensure compliance with health, safety, and welfare requirements for staff, students and visitors.
- Perform other duties as required by the Executive Dean to support Faculty and University objectives.

	Essential Criteria	Desirable Criteria	Evidence
Qualifications	• A PhD or Professional Doctorate or equivalent • Evidence of continuous professional development and professional excellence		• Application Form
Knowledge	• Breadth and depth of experience and impact in your area of activity recognised at national and/or international levels. • Command of current developments, research and knowledge in your area of activity • Well-developed knowledge and understanding of the relevant external environment • Knowledge of academic management and academic quality management processes. • Knowledge of external funding sources and processes		• Application Form/Interview
Experience	• Evidence of personal academic and professional standing, including academic leadership and quality enhancement; grant capture and management of projects and budgeting; academic outputs; impact and engagement activities • Experience of implementing strategies, plans and providing collaborative leadership • Experience of doctoral supervision to completion • Experience of undergraduate and/or postgraduate teaching and curriculum innovation • Evidence of dissemination of knowledge and research in high quality peer reviewed journals and/or other published outputs and/or practice settings • Evidence of implementing policies linked to ethics, open access and integrity • Evidence of leading and developing academic and professional staff and championing EDI • Experience of sustained bidding for external funding and delivering funded projects to completion	• Contribution to developing submissions to REF or KEF or TEF	• Application Form/Interview
Skills/abilities /competencies	• Demonstrates behaviours aligned with our Leadership Qualities as expressed in our Leadership Framework Leadership Framework University of Bedfordshire .	• Ability to use specialist software related to teaching or research	• Application Form/Interview/ presentation

	• Evidenced ability to represent the University, Faculty and/or subject areas as required • Ability to contribute effectively to the strategic planning and staff/resource management processes within an Institute and Faculty • Ability to identify and respond to issues with flexible effective solutions • Evidence of organisational skills including the ability to set, prioritise and achieve objectives • Ability to manage and be accountable for budgets. • Ability to operate effectively in an open, accountable and complex environment • Evidence of leadership, communication, presentation and influencing skills and an ability to collaborate with people from diverse backgrounds • Evidence of mentoring and supporting the career development of staff • Ability to develop external partnerships and networks that deliver benefits for the university		
Personal Attributes	• Be an effective team member, exercise initiative, work independently and be pro-active. • Communication skills to disseminate knowledge and/or research at the national and/or international level • Attributes needed for collegiate approaches to collaborative working • Commitment to EDI, transparency, openness, equality and diversity • Commitment to demonstrating the leadership qualities within our leadership framework • Commitment to the University's, vision and values. • The ability to enthuse, motivate and inspire in all your areas of activity. • Willingness to work flexibly to support the University's diverse operations and policies.		• Application Form/Interview

Equality Statement

The University of Bedfordshire is fully committed to the principles of equality in all its actions. Members of the University's community are expected to respect and value individuality, differences and diversity; and work with others in an inclusive and consultative manner. A commitment to equality of opportunity for all individuals irrespective of their age, belief, disability, gender, race, religion or sexual orientation is at the core of what we do and members of the community must actively promote a positive non-discriminatory work and learning environment for fellow staff and students. Employees should demonstrate an understanding of the University's commitments to equality and diversity as an integral part of the university's core values and be able to identify and challenge discrimination, harassment, prejudice and inappropriate behaviour.

Health & Safety Statement

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety (H & S) at Work Policy. They should take reasonable care for their own H & S and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Environmental Statement

Employees must make proper use of any equipment and systems of work provided and take all reasonable steps to ensure that control measures are properly used. Employees must work with their Line Managers to ensure that an inventory is retained of all hazardous substances in the office that could be released into the environment. Employees are expected to identify operations that use significant amounts of energy, with a view to reducing consumption. This includes identifying operations that use resources, such as paper, and review the need for the current level of consumption, identifying savings where possible. Employees are expected to identify waste streams with a view to recycling and reuse, minimising office energy use in heating and lighting.

Briefing

Note: the content of this Job Description does not preclude other work required by the faculty department. Details of accountabilities will be discussed at annual reviews.

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate Line manager: ----- Signature: -----
(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Amended by:

Dated:

Version: