

JOB DESCRIPTION

Professor in Faculty of xxx

Details				
Job Title:	Professor (based in a Faculty)			
Faculty:				
Job Reports To:				
Location:				
Post Number:				
Pay Point:	Spot salary (Professorial range)			
Context				

JOB DESCRIPTION

Professor in Faculty of xxx

Professors at the University of Bedfordshire play a pivotal role in providing academic leadership, shaping the University's strategic direction and fostering an inclusive, high-performing culture in which all staff can thrive.

Each Professor is expected to demonstrate senior academic leadership and citizenship, achieving internationally recognised excellence in at least one of the University's three senior career pathways:

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

Professors will be recognised for their sustained and significant personal standing and external influence at national and international levels. They will advance knowledge, practice and policy within their discipline and area of activity. Professors will provide senior leadership within a Research Institute and/or drive strategic initiatives across the University or within Faculties and Schools. Where workload allows, Professors will contribute to teaching and to enhancing the student experience. Professors are expected to maintain a strong and significant personal external profile, contribute to the University's strategic goals, and act as ambassadors for its values in all professional activities. All professors take part in an annual review with a Pro Vice Chancellor and Executive Dean that informs their objectives agreed in their annual Personal Development Review. Professors in faculties will also be expected to identify and secure external funding income to maintain a significant proportion of their own activity.

Key responsibilities include:

- Producing new knowledge and a substantial level of high-quality outputs in leading peer-reviewed journals or other forms of publication and practice.
- Leading the development and delivery of major projects and initiatives.
- Securing significant and sustained external funding to support personal and institutional activity.
- Line managing and mentoring academic staff, fostering 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 may evolve over time in response to changing priorities and structures, for example, in relation to research institutes, research centres and external frameworks such as REF, KEF and TEF.

Staff not based in faculties who receive the title of 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).

JOB DESCRIPTION

Professor in Faculty of xxx

Staff on research only contracts who receive the title of Professor through internal promotion will either be transferred to the 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).

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 senior and sustained academic and professional leadership within a Research Institute and the relevant Faculty, and the University playing a leading role in strategic planning and implementation.
- Develop and deliver programmes aligned to University priorities in partnership with internal and external stakeholders.
- Lead as principal investigator to secure substantial and sustained funding for projects from competitive grants and tenders in line with sector norms of the academic area.
- Contribute to achieving and monitoring University KPI achievement, success measures and risk management,
- Lead on and provide a significant contribution to the planning and preparations relating to external frameworks and audits, especially REF, KEF and TEF depending on senior career pathway, but also other frameworks and audits depending on role and expertise e.g. OFSTED and PRES.
- Contribute, subject to workload allocations, to undergraduate and/or postgraduate teaching and student experience through lecturing, project supervision, personal tutoring, curriculum innovation, cross-disciplinary projects, open days and marketing campaigns.
- Lead and engage with cross-Institute and cross-University strategic projects and collaborations to share good practice.

2. External Leadership & Funding

- Disseminate research and influence your area of activity through a substantial level of high-quality 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, integrity, ethical, open and trusted research.

JOB DESCRIPTION

Professor in Faculty of xxx

- Maintain a sustained and 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 and international level.
- Network nationally and internationally to foster research, innovation and impact partnerships.

3. Partnership Development & External Engagement

- Lead, build and maintain collaborative projects and relationships with partners, policy makers, universities and relevant organisations.
- Respond on behalf of the university to government consultations and maintain awareness of current academic, policy and professional developments.
- Undertake national and international external activity to enhance organisational reputation, personal standing and the Research Institute profile.

4. People Leadership & Development

- Recruit, line manage, mentor and develop academic and/or research staff to create new knowledge and undertake activities linked to academic citizenship.
- Support continual professional development, including for externally funded contract staff.
- Supervise postgraduate research students to completion at a sustained level and ensure the development of a supportive postgraduate research culture.
- Lead on creating 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

- Chair committees and manage resources and budgets for Institutes, Faculties 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 international levels. • Command of current developments, research and knowledge in your area of activity • Highly developed knowledge and understanding of the relevant external environment • Excellent knowledge of academic management and academic quality management processes. • Knowledge of external funding sources and processes		• Application Form/Interview
Experience	• Evidence of high 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 sustained doctoral supervision to completion • Experience of undergraduate and/or postgraduate teaching and curriculum innovation • Evidence of extensive dissemination of knowledge and research in high quality peer reviewed journals, 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 large scale external funding and delivering funded projects to completion	• Experience of Research Centre Leadership • Experience of leading REF or KEF or TEF activities • Management and business experience at a senior level, ideally in an international context.	• Application Form/Interview

Skills/abilities/competencies	• Demonstrates behaviours aligned with our Leadership Qualities as expressed in our Leadership Framework Leadership Framework University of Bedfordshire. • Evidenced ability to represent the University, Faculty and/or subject areas as required • Advanced ability to contribute effectively to the strategic planning and staff/resource management processes within an Institute and Faculty • Advanced 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. • Advanced ability to operate effectively in an open, accountable and complex environment • Evidence of excellent 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 • Advanced ability to develop external partnerships and networks that deliver benefits for a university	• Ability to use specialist software related to teaching or research	• Application Form/Interview/presentation
Personal Attributes	• Be an effective team leader and member, exercise initiative, work independently and be pro-active. • Communication skills to disseminate knowledge and/or research at the national and 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 mission, vision and values. • The ability to enthuse, motivate and inspire, and promote excellence 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)

Nominated Deputies *(if applicable)*

As a KEY POST at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.

Name of Nominated Deputy: ----- Signature: ----- Date: -----
(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)
If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by:

Dated:

Version: