

**Job Description and Person Specification**

**Post** Associate Professor (Education and Research) in name

**Faculty**

**Reporting** **to** Pro Vice Chancellor (PVC)

**Responsible for** define group

**Summary of post**

Teaching and Research posts

This post is primarily to support research and teaching activities in the area of academic area. The post holder will be an innovative researcher with a strong and current record of research funding and international quality publications. Therefore the post holder will be a leading international figure.

 Education posts

This post is primarily to support research informed teaching activities in the area of academic area. In particular they will manage and expand the following income-generating programmes, academic area leadership and management of the design and development of the overall curricula and significant contribution to the leadership and management of the development of teaching and learning strategies and academic standards for the subject area of name.

Adapt emphasis for research and/or education  **Main duties**

**Teaching and Learning Support**

1. Oversee the design and development of the overall curriculum in particular Faculty to define.
2. Design, develop and deliver a range of programmes of study at various levels.
3. Lead the development and clarification of academic standards and quality for the subject area
4. Working closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy.
5. Make a significant contribution to the development of academic policies across the Institution.

**Research and Scholarship**

1. Support the development and implementation of research strategy in particular Faculty to define.
2. Lead and co-ordinate research activity in the subject area of Faculty to define .
3. Manage research and other collaborative partnerships with other educational institutions or other bodies.
4. Lead bids for research, consultancy and other additional funds.
5. Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
6. Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
7. Develop and promote the use of innovative assessment methods.

**Liaison and Networking**

1. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
2. Participate in internal and external networks in relation to research and research funding. Teaching and teaching funding, and consultancy.
3. Promote and market the work of the Faculty in the subject area both nationally and internationally.
4. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

**Managing people and managing resources**

1. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
2. Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Faculty’s success through engagement with University and Faculty strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
3. Take overall responsibility for the organising and deployment of resources within own areas of responsibility

**Person Specification**

1. Be a leading authority in Faculty to define with an international reputation.
2. Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
4. Have a strong record in attracting research and/or scholarship funding.
5. Have an active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally.
6. An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](http://www.exeter.ac.uk/staff/employment/conditions/terms/).

**Further Information**

Please see our [website](http://www.exeter.ac.uk/working/prospective/) for further information on working at the University of Exeter.