



Job Title: Director of Taught Programmes - Associate Professor (Teaching Focused or Teaching & Research career path)

Grade: 9

Salary: £51,630 to £58,089 per annum

Department: School of Business

Hours/Contract: Full time, permanent

Reference: 1247

Role Purpose

In this role, you will provide leadership for the School’s campus based undergraduate and postgraduate taught programmes. You will coordinate and lead the operational delivery of these programmes, overseeing and supporting the work of individual programme leads.

Reporting to the Associate Dean for Learning and Teaching and working with the Director of Teaching Excellence and Director of Student Experience you will play an important role in enhancing our campus based teaching provision.

You will undertake, lead and develop teaching in line with the School’s Strategy. You will provide academic and professional leadership within the School and across your own specialism ensuring excellence in teaching and curriculum design on an international level. You will play an active role within the School and contribute to its wider running, offering leadership to both colleagues and students.

For the Teaching and Research Career Path you will build further on your strong research and publication profile, both nationally and internationally. You will lead on grant capture, engagement in international networks and enhancing impact activity. For the Teaching Focused Career Path you will engage with scholarship or pedagogical research to underpin innovation in teaching and to enhance the student experience.

The role of Director of Taught Programmes is for three years in the first instance, renewable for future terms. This role is offered in conjunction with a permanent post of Associate Professor within the School of Business.

Main Duties and Responsibilities	% Time
<p>Teaching</p> <ul style="list-style-type: none"> • Provide academic leadership within the department across the suite of undergraduate and postgraduate taught programmes. • Develop and deliver highly effective learning and teaching (lectures, seminars, tutorials, assessments). Set exam papers/assignment questions and carry out marking and invigilation duties. • Deliver highly effective supervision and support to students e.g. for projects, dissertations etc. • Cooperate with colleagues in the review and development of the curriculum, leadership of modules and, where required, design and launch of new degrees/awards. • Contribute to the internationalisation of the curriculum, especially at module level. 	<p>Teaching Focused: 60%</p> <p>Teaching and Research: 40%</p>





<ul style="list-style-type: none"> Engage in CPD to support innovation at module level in teaching delivery and/or assessment practice. If not already obtained, seek external recognition of teaching excellence at a senior level (e.g. Senior Fellowship of the HEA). Contribute to quality assurance and enhancement at School or College level. Contribute to the development of colleagues, or of academic management systems. Provide pastoral care for students and carry out other related academic duties. 	
<p>Administration</p> <ul style="list-style-type: none"> Undertake such specific School roles and management functions as may be reasonably required by the Dean of the School. Attend meetings and participate in other committees and working groups within the School, the College, and the University. Engage in continuing professional development. Contribute to student recruitment and retention activities in the School and College. Coaching and mentoring of more junior members of staff. 	Both Paths: 20%
<p>Research</p> <ul style="list-style-type: none"> Produce research of the highest standard with best outputs internally and externally assessed at 4* that will contribute to the School’s high ranking research profile and at a level compatible with inclusion in future REF exercises. Contribute to and lead the development of larger bids for external funding for research, both on a disciplinary and interdisciplinary basis, in the School and College. Raise your external profile and that of the School by presenting research papers at academic and/or professional conferences, refereeing or reviewing publications or grant applications, and externally examining postgraduate research students. Engage and collaborate with international networks and to publish in internationally recognized peer-reviewed journals. Develop your impact agenda and make a meaningful contribution to impact activity within the School and College. Undertake postgraduate research supervision. Contribute to income and external impact in aspects of the enterprise agenda (including CPD, working with external organisations, both nationally and internationally, commercialisation, commissioned research and consultancy). 	Teaching and Research: 40%
<p>Scholarship</p> <ul style="list-style-type: none"> Engage with scholarship and pedagogical research to underpin innovation at programme level in teaching delivery or assessment practice and to enhance student learning and experience. Contribute to and lead the development of bids for internal or external funding for pedagogical research. Raise your external profile and that of the School by engaging in national or international pedagogy focused networks. 	Teaching Focused: 20%





Internal and External Relationships

Research Colleagues: Discussion of research and related issues and support for research and development.

Colleagues: Discussion of potential improvement to teaching provision.

The provision of informal advice on issues relating to students and teaching.

Head of Division: Discussion regarding completion of teaching and marking assignments.

Administration: Contribute to discussions on the development of administrative processes.

Dean and Head of Division: Discussions concerning programme operation, students and other administrative issues.

Committee Member: Discussions concerning the provision of the degree course, teaching practice or research techniques.

Planning and Organising

Shaping the strategic direction of own area of activity, leading the planning activity over many months or years.

Participation in the departmental operational planning process supporting the strategic direction of the unit and wider department.

Qualifications, Knowledge and Experience

Essential

- PhD or significant relevant experience in a relevant field*
- Track record of publication of high quality journal papers rated at 4* (or equivalent)
- Experience in a significant learning and teaching leadership role*
- Experience and understanding of key learning and teaching performance measures
- Experience in delivery of teaching to undergraduates *
- Experience or demonstrated understanding of teaching and supervision at postgraduate level.
- Contribution to design of modules, course and curriculums and experience of delivering innovative research informed teaching
- Academic Teaching Qualification as defined by HESA*

Desirable

- Experience in generating industry partnerships*
- Experience teaching professional skills in Business, Economics, Management, or a related area*

Skills, Abilities and Competencies

Essential

- Ability to manage a complex suite of undergraduate and postgraduate programmes
- Ability to work with and inspire academic and professional services colleagues involved in learning and teaching
- Ability to implement quality assurance procedures





- Ability to review, evaluate and develop the key skills of students
- Ability to assist other teaching staff with examinations and the development of new methods of delivery
- Ability to develop resource materials to enhance teaching quality
- Ability to prioritize tasks within agreed work schedules
- Ability to teach classes using a comprehensive range of delivery methods including lectures, seminars, tutoring
- Ability to carry out scholarly or pedagogic research to support the curriculum
- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students

Desirable

- Ability to teach classes using distance learning
- Ability to provide support to students via Blackboard
- Ability to identify and secure placement or internship opportunities for students
- Ability to network and collaborate at an international level.

**Criteria to be used in shortlisting candidates for interview*

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

