Role profile – Appointment at Associate Professor Level

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job family and level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor* and Associate Dean for Global Engagement and Student Recruitment</td>
<td>Research and Teaching Level 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/Department</th>
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</tr>
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<tbody>
<tr>
<td>Nottingham University Business School</td>
<td>Jubilee Campus</td>
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</tbody>
</table>

*Note - this role profile relates to the position of Associate Professor - if you are interested in applying for the position of Professor, please refer to the relevant role profile.

Purpose of role

This role combines the role of Professor or Associate Professor (permanent contract) with the academic role of Associate Dean for Global Engagement and Student Recruitment (3 years, subject to renewal). The successful candidate will be a member of the School's senior management team and lead on the development and delivery the School's global strategy, which will drive the agenda for international student recruitment as well as the development of educational partnerships. As an academic in a discipline complementary to the School's current portfolio of activity, the role holder will be located in one of the School's eight academic divisions – see [https://www.nottingham.ac.uk/business/about/research/divisions/index.html](https://www.nottingham.ac.uk/business/about/research/divisions/index.html) for more information:

**Associate Dean for Global Engagement and Student Recruitment (3 years, subject to renewal)**

The person appointed will work with the Dean of the School, other members of the School Executive Group and staff in other School and central functions to shape and deliver against global engagement strategic objectives. The main responsibilities of the role are detailed below. The role holder reports to the Dean of the School.

**Associate Professor (permanent)**

The person appointed will provide leadership in research, teaching, knowledge transfer and administration, engaging in high quality research in a relevant area and contributing to teaching in this area on the range of programmes offered by the School at undergraduate, postgraduate and executive levels.

For Appointment at Associate Professor Level:

<table>
<thead>
<tr>
<th>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</th>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 <strong>Associate Dean for Global Engagement and Student Recruitment</strong></td>
<td>25%</td>
</tr>
<tr>
<td>• Build the international reputation of the School as a provider of excellent business research and education.</td>
<td></td>
</tr>
</tbody>
</table>
• Continue to improve the quality and diversity of international students enrolled in all Business School programmes (to include strategy and implementation of student targets, admissions criteria, fees and marketing) as well as the development of educational partnerships.
• To provide the primary interface with Marketing and Recruitment functions at University and Faculty level to ensure a collaborative and inclusive approach to strategy development and implementation.
• Active involvement in international student recruitment, to include travel to represent the School in key international markets and leadership for staff with responsibility for key regions.
• Create partnerships with academic and non-academic organisations aligned to the School’s strategic priorities.
• Expand opportunities for international study and work experience for students at all levels of study.
• Support international staff mobility for research, education and professional development.
• Extend relationships with alumni and other prospects, to generate in-kind contributions, collaborations, philanthropic gifts and enhance the School’s reputation.
• Build excellent working relationships with colleagues at all levels at the School’s International Campuses and provide the primary interface for global engagement and recruitment matters for colleagues at the School’s International Campuses.
• More generally, to work with the School Executive to provide strategic leadership for the School in all aspects of its activity.

2 Research
 To undertake original research in a relevant area.
 To publish research in peer-reviewed journals.
 To seek external research funding as appropriate.
 To produce research suitable for dissemination to conferences, workshops and meetings (both international and national).
 To forge collaborations within and outside the University as appropriate.
 To encourage and work with other members of the Division/School on joint research activities, including research seminars.
 To undertake research student supervision as required.
 To contribute fully to School research activities, including the provision of information required for the REF or similar activities.

3 Teaching
 To prepare and deliver lectures, seminars/tutorials at undergraduate, postgraduate and executive levels in relevant areas.
 To participate in the assessments for initial and higher degrees and diplomas of the University and to act as invigilator in such examinations as required.
 To contribute to course and curriculum development and design, including course management (where appropriate).
 To support and comply with the University and School teaching quality assurance standards and procedures, including the provision of such information as may be required.

33%

25%
| 4 | **General/Administration**  
|   | - To undertake significant administrative work/management functions and generally to assist with efficient and effective completion of the work of the School and the University. This may include participation in relevant committees and working groups.  
|   | - To act as a personal tutor for both undergraduate and postgraduate students as required.  
|   | - To take part in and contribute to staff development activities consistent with continuous professional development.  
|   | - To ensure compliance with health and safety requirements in all aspects of work.  
|   | - Any other duties appropriate to the grade and role of the person appointed. | 17% |
## Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
|                             | ▪ Excellent oral and written communication and interpersonal skills, with the ability to communicate vision and strategy effectively with a range of colleagues within the Business School, across the University and with user groups.  
▪ Ability to effectively develop and implement strategies to achieve desired outcomes, with the ability to set and achieve targets and metrics.  
▪ An understanding of University Management systems and the wider higher education environment.  
▪ High analytical ability to facilitate conceptual thinking, innovation and creativity.  
▪ The ability to deliver a variety of core courses in a relevant area at all levels.  
▪ Proven ability to provide effective leadership and management of groups and teaching activities, with the ability to teach at all levels.  
▪ Ability to work well in a team, together with the ability to develop own research area and flexibility to collaborate with colleagues.  
▪ Ability to work to deadlines and prioritise tasks. | ▪ Skills in pastoral care and motivating students at all levels.                                                                                                                                                  |
| Knowledge and experience    | ▪ Extensive research and teaching experience with an established national and growing international reputation in a relevant field.  
▪ A track record of publications in world leading and/or internationally excellent, peer-reviewed journals in a relevant area. | ▪ Experience in an international/senior leadership role.  
▪ Proven record of attracting research funding and/or leading research projects.  
▪ Successful record of supervising PhD students to completion. |
<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>PhD or equivalent supported by research and teaching experience in relevant area.</th>
<th>Membership of a professional body, where appropriate.</th>
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<tr>
<td></td>
<td>Extensive experience in developing and devising new research programmes, models, techniques and methods.</td>
<td>Higher education teaching qualification or equivalent.</td>
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<tr>
<td></td>
<td>Significant teaching experience in relevant subjects at HE level.</td>
<td>Proven record of promoting and maintaining collaborative links with industry/business/community.</td>
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<td></td>
<td>Experience and understanding of working in different cultural environments.</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.

**Taking ownership**
Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.

**Forward thinking**
Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.

**Professional pride**
Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.

**Always inclusive**
Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder’s job title, line manager’s job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

**Please remove this paragraph of instructions before submitting the role profile**
Role profile – Appointment at Professor Level

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<td>Professor* and Associate Dean for Global Engagement and Student Recruitment</td>
<td>Research and Teaching Level 7</td>
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Purpose of role

This role combines the role of Professor or Associate Professor (permanent contract) with the academic role of Associate Dean for Global Engagement and Student Recruitment (3 years, subject to renewal). The successful candidate will be a member of the School’s senior management team and lead on the development and delivery of the School’s global strategy, which will drive the agenda for international student recruitment as well as the development of educational partnerships. As an academic in a discipline complementary to the School’s current portfolio of activity, the role holder will be located in one of the School’s eight academic divisions – see https://www.nottingham.ac.uk/business/about/research/divisions/index.html for more information:

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The person appointed will work with the Dean of the School, other members of the School Executive Group and staff in other School and central functions to shape and deliver against global engagement strategic objectives. The main responsibilities of the role are detailed below. The role holder reports to the Dean of the School.

**Professor (permanent)**

The person appointed will provide leadership in research, teaching, knowledge transfer and administration, engaging in high quality research in a relevant area and contributing to teaching in this area on the range of programmes offered by the School at undergraduate, postgraduate and executive levels.

For Appointment at Professor Level:

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<td>Associate Dean for Global Engagement and Student Recruitment</td>
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</table>
- Build the international reputation of the School as a provider of excellent business research and education.
- Continue to improve the quality and diversity of international students enrolled in all Business School programmes (to include strategy and implementation of student targets, admissions criteria, fees and marketing) as well as the development of educational partnerships.
- To provide the primary interface with Marketing and Recruitment functions at University and Faculty level to ensure a collaborative and inclusive approach to strategy development and implementation.
- Active involvement in international student recruitment, to include travel to represent the School in key international markets and leadership for staff with responsibility for key regions.
- Create partnerships with academic and non-academic organisations aligned to the School’s strategic priorities.
- Expand opportunities for international study and work experience for students at all levels of study.
- Support international staff mobility for research, education and professional development.
- Extend relationships with alumni and other prospects, to generate in-kind contributions, collaborations, philanthropic gifts and enhance the School’s reputation.
- Build excellent working relationships with colleagues at all levels at the School’s International Campuses and provide the primary interface for global engagement and recruitment matters for colleagues at the School’s International Campuses.
- More generally, to work with the School Executive to provide strategic leadership for the School in all aspects of its activity.

Research
- To undertake original research, of international excellence, in a relevant area and to contribute fully to research activities of the School.
- To publish research of international quality in leading peer-reviewed journals, including ABS 4 Journals and to pursue a strategy of publication which will enhance the School’s research reputation at national and international levels and ensure a high-level return for the REF.
- To seek and secure external research funding.
- To disseminate research findings at national and international conferences and meetings.
- To forge collaborative research links within and outside the University, as appropriate.
- To work with the senior colleagues as necessary to enhance the School’s research profile and to make a significant contribution to the School strategy in developing research impact.
- To provide research leadership to other members of the School researching in a similar area and in particular more junior members of staff.

To work with the Director of the PhD programme to ensure the development of excellent doctoral students.
<table>
<thead>
<tr>
<th>3</th>
<th><strong>Teaching</strong></th>
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</tr>
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<tbody>
<tr>
<td>To provide leadership in the development of a relevant teaching area across the School’s programmes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To prepare and deliver high quality lectures, seminars/tutorials at undergraduate, postgraduate and MBA levels, as required.</td>
<td></td>
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<td>To supervise research students.</td>
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<td>To participate in the assessments for initial and higher degrees and diplomas of the University.</td>
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<td>To contribute to course and curriculum development and design, including course management of current and future taught courses.</td>
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<th><strong>General/Administration</strong></th>
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<tr>
<td>To represent the School in national and international business school networks in relation to research and teaching and to build relationships with stakeholders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To contribute to the development of new revenue opportunities in teaching and research.</td>
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<td>To undertake senior administrative work/management functions and to ensure the efficient and effective completion of the work of the School. This will include membership of relevant committees and working groups.</td>
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▪ An understanding of University Management systems and the wider higher education environment.  
▪ High analytical ability to facilitate conceptual thinking, innovation and creativity.  
▪ The ability to deliver a variety of core courses in a relevant area at all levels.  
▪ Ability to provide leadership and to be an excellent team player who works collaboratively in a multidisciplinary environment.  
▪ Evidence of supervising and commitment to training and development of postgraduate students.  
▪ Willingness and ability to interact with students and support their academic and pastoral development. | ▪ Skills in pastoral care and motivating students at all levels. |
| Knowledge and experience | ▪ Established and widely recognised excellence and reputation in a specialist subject area amongst peers nationally and internationally.  
▪ A sustained track record in publishing internationally | ▪ Experience in an international/senior leadership role.  
▪ Previous experience and success in raising capital in support of new business projects, management of |
excellent, peer review journals in a relevant area, including at REF 4 level.

- Sustained track record of teaching excellence.
- Experience and understanding of working in different cultural environments.
- In depth knowledge in a specialist subject area to enable the development of new knowledge, innovation and understanding in the field.
- Proven ability to plan and lead the delivery of research and teaching programmes, and to develop sources of funding.
- Extensive experience and capability to act as a role model in the areas of research, and teaching, as appropriate.
- Ability to engage in interdisciplinary research
- Sustained track record in successful supervision of postgraduate students.

**Qualifications, certification and training (relevant to role)**

- PhD, or equivalent supported by extensive and high level research and teaching experience in relevant area.
- Membership of a professional body where appropriate.
- Higher education teaching qualification or equivalent.

investment funds, grants and contracts.

- Extensive experience in leading the design of research techniques and methods.

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