Purpose of role
The person appointed will be expected to engage in high quality research in the service and/or retail operations management and in related areas including supply chain and logistics management. They will be expected to contribute to teaching across the range of programmes offered by the School at undergraduate, postgraduate and executive levels. The post holder will also be required to make an appropriate contribution to administration.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

1. Research
   - To undertake original research in any area compatible with activity within the Operations Management and Information Systems Division.
   - 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’s research activities, including the provision of information required for the REF or similar activities.

2. Teaching
   - To prepare and deliver lectures, seminars/tutorials at undergraduate and postgraduate levels.
   - 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.

3. Administration
   - To undertake administrative work/management functions and generally to assist with efficient and effective completion of the work of the Centre/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.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Excellent communication and presentation skills.</td>
<td>Ability to contribute to teaching any of the following subjects at postgraduate level:</td>
</tr>
<tr>
<td></td>
<td>Research interests and ability to publish in internationally excellent, peer-reviewed journals in relevant areas.</td>
<td>- Service Operations Management</td>
</tr>
<tr>
<td></td>
<td>Ability to teach at undergraduate and postgraduate levels in relevant subjects across operations management.</td>
<td>- Retail Operations Management</td>
</tr>
<tr>
<td></td>
<td>Potential to generate research funding.</td>
<td>- Logistics Management</td>
</tr>
<tr>
<td></td>
<td>Ability to develop own research area and work independently.</td>
<td>- Facilities Location and Design</td>
</tr>
<tr>
<td></td>
<td>Flexibility to collaborate with colleagues and ability to work well in a team.</td>
<td>- Supply Chain Management</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Teaching experience in relevant subjects at HE level.</td>
<td>Evidence of publishing in internationally excellent, peer-reviewed journals in any area of operations management.</td>
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<td></td>
<td></td>
<td>Participation in academic networks.</td>
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</table>

<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A PhD in a relevant area (or close to completion).</td>
<td>Higher Education teaching qualification or equivalent.</td>
</tr>
</tbody>
</table>

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**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others