### Role profile

**Job title**
- Assistant Professor in Operations Management (Teaching Focussed)

**Job family and level**
- Teaching Extended Level 5

**School/Department**
- Nottingham University Business School

**Location**
- Jubilee Campus

### Purpose of role
The purpose of the role is to provide high quality teaching and to contribute to the planning, design and development of objectives and materials for innovative degree programmes in the intersection of Operations Management / Information Systems / Business Analytics. You will develop new concepts and ideas and develop, and win support for teaching development proposals. The role may also include individual or collaborative teaching development projects. You will make a significant contribution to the academic unit via leadership and/or administrative management and/or co-ordination of specific initiatives.

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

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<th>% time per year</th>
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<tr>
<td><strong>Teaching</strong>&lt;br&gt;1</td>
<td>70%</td>
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<td>▪ To prepare and deliver lectures, seminars/tutorials in the area of Operations Management/Information Systems/Business Analytics and related research methods, at both undergraduate and postgraduate levels.</td>
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<td>▪ To undertake the supervision of undergraduate and postgraduate dissertations.</td>
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<td>▪ 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.</td>
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<td>▪ 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.</td>
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<td>▪ To contribute to the School’s strategic aims to develop and disseminate innovative teaching practices.</td>
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<td>▪ To contribute generally to the development of teaching and teaching methods and assessments in the academic unit including planning, designing and developing objectives and material.</td>
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<td>▪ To support professional accreditation activities within the School.</td>
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<td><strong>Administration</strong>&lt;br&gt;2</td>
<td>30%</td>
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<td>▪ 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.</td>
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<td>▪ To act as a personal tutor for both undergraduate and postgraduate students as required.</td>
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▪ To take part in and contribute to staff development activities consistent with continuous professional development.
▪ To be responsible for and comply with the University’s quality assurance standards and procedures.
▪ 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

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<th>Essential</th>
<th>Desirable</th>
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| **Skills**       | ▪ Ability to teach at both undergraduate and postgraduate levels in relevant subjects.  
 ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media. | ▪ Ability to use a range of delivery techniques and technologies, including (where suitable) innovative pedagogies, such as simulations, flipping the classroom, and innovative enhancements to the classroom experience, e.g. blended learning, podcasts, etc., in order to inspire and engage students |
| **Knowledge and experience** | ▪ Knowledge of the subject/discipline.  
 ▪ Teaching experience in relevant subjects at HE level. | | |
| **Qualifications, certification and training (relevant to role)** | ▪ A good postgraduate degree in a relevant discipline. | ▪ PhD (or close to completion) and/or HE teaching qualification or equivalent. |
| **Personal attributes** | ▪ Integrity  
 ▪ Ability to work well in a team. | | |

The University of Nottingham is focussed on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.
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

- **Line manager**
  - Head of Department
  - Operations Management and Information Systems

- **Role holder**
  - Assistant Professor in Operations Management (Teaching Focussed)

- **Key stakeholder relationships**
  - Colleagues
  - Students