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| <b>Job title</b>              | Head of Accounting<br>Department and Professor of<br>Accounting    | <b>Job family<br/>and level</b> | Research & Teaching Level 7<br>(Teaching and Learning<br>Strand) |
| <b>School/<br/>Department</b> | Accounting Department,<br>Nottingham University<br>Business School | <b>Location</b>                 | Jubilee Campus   |

## Purpose of role

This position has two elements – Head of the Accounting Department (normally three years) and Professor of Accounting (permanent).

As Head of Department, you will provide strategic leadership to members of the Department, ensuring that the work of the Department is aligned with the aims and strategy of the Business School and will be an active member of the School Executive Board. For further details please see [here](#).

As a member of the Accounting Department in a large international Business School/University, you will provide leadership, collegiality, and management across the areas of Education and Student Experience (ESE), research and scholarship, and University/academic Service, administration, and good citizenship. Role holders with a teaching and leadership emphasis at this level will have achieved and sustained an outstanding international reputation for excellence and scholarship\* in their teaching practice. You will oversee the design and development of the overall curricula, lead the development of academic standards and policies, and contribute to the enhancement of teaching and learning across the University.

Your contribution will have a significant impact on the direction, strategy, objectives, and results of the University by influencing and shaping the available resources as appropriate to meet the current and future needs of the University.

*\* Proactive engagement with critical inquiry into the processes of learning in higher education contexts which is curiosity and evidence driven. Its purpose is to enhance student learning and the quality of teaching.*

|   | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)  | <b>% time<br/>per<br/>year</b> |
|---|--|--------------------------------|
| 1 | <b>EDUCATION AND STUDENT EXPERIENCE (ESE)</b><br><b>Lead Curriculum</b> <ul style="list-style-type: none"><li>Oversee the design, development, and review of the overall curricula, taking into account subject benchmarks, professional body requirements and professional competencies.</li><li>Contribute to the enhancement of teaching in curriculum specialism by being involved in quality assurance and other external decision-making bodies, such as industry, charities and/or government bodies.</li></ul> <b>Assure</b> <ul style="list-style-type: none"><li>Lead the development and clarification of academic standards for the subject area; lead the development of the quality assurance framework within the University's overall framework (e.g., for the validation and revalidation of courses, student admission and assessment), responding to regulatory requirements.</li></ul> | 55%                            |

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|   | <p><b>Teach</b></p> <ul style="list-style-type: none"> <li>Lead the development of consistently excellent approaches to teaching and course delivery that enable students to achieve the best outcomes. Ensure the appropriate deployment of enabling technologies and work to achieve consistency across all modules and programmes within the school or department.</li> <li>Develop and promote the use of valid and reliable assessment methods.</li> <li>Generate significant income for the institution via leadership of high-quality programmes attracting high tariff students.</li> </ul> <p><b>Enhance</b></p> <ul style="list-style-type: none"> <li>Lead on enhancement in strategic priority areas in relation to specialised knowledge of discipline or process. Work with colleagues across the institution to embed best practice underpinned by scholarship and critical inquiry.</li> </ul> <p><b>Reflect</b></p> <ul style="list-style-type: none"> <li>Engage with theory and practice to continuously develop teaching and curriculum for the academic unit and university through developmental activities, student evaluation and peer observation.</li> </ul> <p><b>Develop</b></p> <ul style="list-style-type: none"> <li>Lead, or make a major contribution to, the development and implementation of Department/School and Faculty level teaching and learning strategy; contribute to the development of strategy for the University.</li> </ul> <p><b>Engage Internationally</b></p> <ul style="list-style-type: none"> <li>Lead on the establishment and development of relationships with international campuses/partners in order to strengthen teaching collaborations and facilitate knowledge exchange leading to the enhancement of curriculum and student experience.</li> </ul> <p><b>Supervise and Examine</b></p> <ul style="list-style-type: none"> <li>Supervise and examine Postgraduate Taught and Research students within area of expertise*</li> </ul> <p><i>* Eligibility to supervise extends to any member of staff currently undertaking research in the relevant discipline (Quality Manual).</i></p> <p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>Responsible for the management and resolution of Level 1 student complaints, drawing on specialist advice and support as required.</li> </ul> <p><b>Personal Tutor</b></p> <ul style="list-style-type: none"> <li>Act as a personal tutor for students.</li> </ul> |     |
| 2 | <p><b>SCHOLARSHIP OF TEACHING AND LEARNING</b></p> <p><b>Engage and Collaborate</b></p> <ul style="list-style-type: none"> <li>Engage proactively in the scholarship of teaching and learning, taking an evidence-based approach to curriculum development and implementation of new pedagogies. Undertake critical inquiry into, and evaluation of, teaching practice and student learning behaviors and academic attainment, disseminating the results of this work both internally and externally in order to bring about positive change.</li> <li>Promote and market the work of the academic unit in the subject area both nationally and internationally.</li> <li>Encourage and work with other members of the Department/School on joint scholarship/research activities, including research seminars.</li> <li>Conduct effective scholarship and/or research collaborations with industry and/or public sector organisations outside the HE Sector.</li> <li>Develop specialist teaching activities based on research for UG/PG students and/or industry.</li> </ul>  | 15% |

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|   | <ul style="list-style-type: none"> <li>Engage in peer review of publications/grants.</li> </ul> <p><b>Optional Responsibilities</b></p> <ul style="list-style-type: none"> <li>Be proactive in seeking funding (internal and external) for teaching and learning scholarship and/or research. Disseminate the results of this research and use it to affect change as appropriate to both the discipline and the University.</li> <li>Contribute responses to government consultations and policy, where appropriate, and act as lead University spokesperson with regard to the subject; contribute to the development of higher education processes in the UK.</li> </ul>  |     |
| 3 | <p><b>UNIVERSITY/ACADEMIC SERVICE, ADMINISTRATION, AND GOOD CITIZENSHIP</b></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>Where applicable, take responsibility for the appointment, development, and management of all staff in the directly managed team.</li> <li>Undertake senior administrative work/management functions and ensure the efficient and effective completion of the work of the Department and the School. This will include membership of relevant committees and working groups.</li> </ul> <p><b>Collegiality</b></p> <ul style="list-style-type: none"> <li>Positively contribute to fostering a collegial environment, recognising that 'how' we approach our work and each other is as important as 'what' we do, embracing University's values whilst also ensuring that academic freedom continues.</li> </ul> <p><b>Equality, Diversity, and Inclusion</b></p> <ul style="list-style-type: none"> <li>Uphold the principle of equality, diversity, and inclusion, working to eliminate discrimination on the grounds of any protected characteristic.</li> </ul> <p><b>Partnerships and Networks</b></p> <ul style="list-style-type: none"> <li>Contribute to the wider economy and community by securing sustainable partnerships and networks that deliver mutual opportunities and benefits to society and the economy.</li> <li>Represent the School in national and international business school networks in relation to research and teaching and to build relationships with stakeholders.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Take part in and contribute to professional development activities consistent with continuous professional development.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Ensure compliance with health and safety requirements in all aspects of work.</li> </ul> <p><b>Any Other Duties</b></p> <ul style="list-style-type: none"> <li>Any other duties appropriate to the post.</li> </ul> | 30% |

## Person specification

|                                 | Essential  | Desirable   |
|---------------------------------|--|---|
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>▪ High level analytical capability.</li> <li>▪ Skills in pastoral care and motivating students at all levels.</li> <li>▪ Proven skills in leading, motivating, developing, and managing the performance of colleagues, ensuring the effective performance and development of the academic unit.</li> <li>▪ Proven ability to plan and lead the delivery of teaching and/or research programmes, and/or to develop sources of funding.</li> <li>▪ Proven skills in coaching and developing others in best practice techniques.</li> <li>▪ Proven ability to lead and manage resources, and potentially contribute to the running of the University.</li> </ul>   |   |
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>▪ Extensive professional success and achievement.</li> <li>▪ Extensive experience and capability to act as role model in the areas of research, teaching, consultancy, and management/administration as appropriate.</li> </ul> <p>Achievement in teaching as shown by:</p> <ul style="list-style-type: none"> <li>▪ A record of excellence in undergraduate and/or graduate teaching; a strong record as a supervisor of postgraduate taught or research students; evidence of innovation in curriculum development, course design and course delivery; commitment of delivery of quality services to students.</li> <li>▪ Involvement in the development of policy and administrative matters within the Faculty and University.</li> <li>▪ A leading authority in the subject, with a considerable national and international reputation.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Extensive experience in leading the design of teaching/ research and educational programmes, techniques, and methods.</li> <li>▪ Established and widely recognised excellence and reputation as a teaching specialist and/or in the specialist subject area among peers nationally and internationally.</li> <li>▪ A leading authority in the subject, with a considerable national and international reputation.</li> <li>▪ In depth knowledge of Accounting specialism to enable the development of new knowledge, innovation and understanding in the field.</li> <li>▪ A thorough understanding of University management systems and the wider higher education environment.</li> <li>▪ Demonstrable leadership in academic enterprise, e.g., designing initiating and managing new academic enterprise processes.</li> <li>▪ Success in raising capital in support of new business projects.</li> <li>▪ Management of investment funds, grants, and contracts.</li> </ul> |

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|   |  | <ul style="list-style-type: none"> <li>▪ Significant record of supervision of p/g students on industrial or knowledge transfer projects.</li> <li>▪ Representation on regional, national, and international enterprise organisations and conferences.</li> </ul> |
| <b>Qualifications, certification, and training (relevant to role)</b> | <ul style="list-style-type: none"> <li>▪ Extensive and high-level research and teaching experience, normally supported by a postgraduate qualification or a full professional Accounting qualification (with ICAEW, ACCA, ICAS or Chartered Accountants Ireland).</li> <li>▪ Higher Education (HE) teaching qualification or recognition against UKPSF (Senior, Principal or National teaching fellow).</li> <li>▪ Membership of a professional body where appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>▪ The role holder should be able to meet the <a href="#">Faculty Qualifications</a> criteria in line with the School's AACSB accreditation.</li> </ul>  |

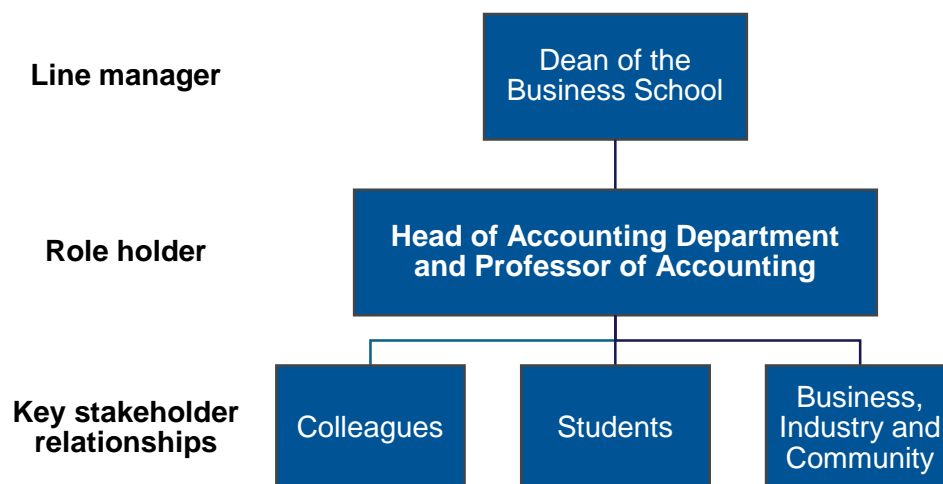


## Expectations and behaviours

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:

|                           |  |
|---------------------------|--|
| <b>Valuing people</b>     | 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.                       |
| <b>Taking ownership</b>   | 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.               |
| <b>Forward thinking</b>   | 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.                   |
| <b>Professional pride</b> | 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. |
| <b>Always inclusive</b>   | 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





|                           |  |                             |  |
|---------------------------|--|-----------------------------|--|
| <b>Job title</b>          | Head of Accounting Department and Professor of Accounting    | <b>Job family and level</b> | Research & Teaching Level 7 (Research & Teaching strand) |
| <b>School/ Department</b> | Accounting Department, Nottingham University Business School | <b>Location</b>             | Jubilee Campus   |

## Purpose of role

This position has two elements – Head of the Accounting Department (normally three years) and Professor of Accounting (permanent).

As Head of Department, you will provide strategic leadership to members of the Department, ensuring that the work of the Department is aligned with the aims and strategy of the Business School and will be an active member of the School Executive Board. For further details please see [here](#).

As a member of the Accounting Department in a large international Business School/University, you will provide leadership, collegiality, and management across the areas of Research and Knowledge Exchange (RKE), Education and Student Experience (ESE) and University/academic Service, administration, and good citizenship. In addition, you will engage in high quality research and contribute to teaching on the range of programmes offered by the School at both undergraduate and postgraduate levels.

Your contribution will have a significant impact on the direction, strategy, objectives, and results of the University by influencing and shaping the available resources as appropriate to meet the current and future needs of the University.

|   | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)   | <b>% time per year</b> |
|---|---|------------------------|
| 1 | <p><b>RESEARCH AND KNOWLEDGE EXCHANGE (RKE)</b></p> <p><b>RKE Strategy</b></p> <ul style="list-style-type: none"> <li>Contribute to the development and implementation of RKE strategy within the Department, with responsibility for developing and communicating a clear vision of the Department's strategic direction and ensuring the delivery of University strategic plans within your area of responsibility.</li> <li>Work with senior colleagues as necessary to enhance the School's research profile and to make a significant contribution to the School strategy in developing research, fostering inter-disciplinary team-working and team coherence.</li> </ul> <p><b>Quality Outputs</b></p> <ul style="list-style-type: none"> <li>Undertake and disseminate research of international quality in leading peer-reviewed journals with published outputs likely to be rated four against REF quality criteria.</li> <li>You will publish research that has a demonstrable impact on academia and/or wider society.</li> </ul> <p><b>Funding Bids</b></p> | 35%                    |

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|   | <p>You will lead and support funding bids in relevant areas that advance the reputation of the Department and the University.</p> <p><b>International Reputation</b></p> <ul style="list-style-type: none"> <li>Through original, recent, and published research of international excellence, maintain and further develop an international reputation as a research leader in the field of Accounting, contributing fully to research activities of the School.</li> </ul> <p><b>Leadership, Mentoring and Support</b></p> <ul style="list-style-type: none"> <li>Provide research leadership to other members of the Department and mentor and support Early Career Researchers and other members of staff.</li> </ul> <p><b>Research and Collaborative Partnerships</b></p> <ul style="list-style-type: none"> <li>Where appropriate, lead research and collaborative partnerships with other educational institutions or other external bodies and promote the work of the Department and the School.</li> <li>Form and nurture collaborative research and engagement links within and outside the University, as appropriate that will lead to effective knowledge exchange with relevant stakeholder communities to enhance the School's reputation, lead to improvements of practice and have a potential to form a contribution to the School's REF impact return.</li> </ul> <p><b>Conferences/Workshops</b></p> <ul style="list-style-type: none"> <li>Organise national or international conferences/workshops, and/or disseminate research findings at national and international conferences within the field.</li> </ul> <p><b>Doctoral Programme</b></p> <ul style="list-style-type: none"> <li>Work with the Director of the PhD Programme to ensure the development of excellent doctoral students.</li> </ul> |     |
| 2 | <p><b>EDUCATION AND STUDENT EXPERIENCE (ESE)</b></p> <p><b>ESE Strategy and Leadership</b></p> <ul style="list-style-type: none"> <li>Contribute to the development and implementation of the ESE strategy within the Department, with responsibility for developing and communicating a clear vision of the Department's strategic direction and ensuring the delivery of University strategic plans within your area of responsibility.</li> <li>Provide leadership in the development of Accounting teaching across the School's programmes, with particular emphasis upon quality and improving the student experience.</li> </ul> <p><b>Teaching and Assessment Materials</b></p> <ul style="list-style-type: none"> <li>Prepare and deliver high quality lectures, seminars/tutorials at undergraduate, postgraduate and MBA levels, as required.</li> <li>Design and implement constructively aligned assessments and provide formative and summative feedback for initial and higher degrees and diplomas of the University.</li> </ul> <p><b>Curriculum Development and Design</b></p> <ul style="list-style-type: none"> <li>Contribute to course and curriculum development and design, including course management of current and future taught courses, demonstrate innovative/leading edge approaches to learning that achieve the educational standards of the School/ Department and, where appropriate, professional body. Disseminate best practise in teaching and learning methodologies within and outside the university Support and comply with University and School teaching quality assurance standards and procedures.</li> </ul> <p><b>Supervise and Examine</b></p>  | 35% |

|   |  |     |
|---|--|-----|
|   | <ul style="list-style-type: none"> <li>Supervise and examine Postgraduate Taught and Research students within area of expertise*<br/>* Eligibility to supervise extends to any member of staff currently undertaking research in the relevant discipline (Quality Manual).</li> </ul> <p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>Responsible for the management and resolution of Level 1 student complaints, drawing on specialist advice and support as required.</li> </ul> <p><b>Personal Tutor</b></p> <ul style="list-style-type: none"> <li>Act as a personal tutor for students.</li> </ul>   |     |
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## Person specification

|                                 | Essential   | Desirable  |
|---------------------------------|---|--|
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>▪ High level analytical capability to facilitate conceptual thinking, innovation, and creativity.</li> <li>▪ Proven skills in coaching and developing others in best practice techniques.</li> <li>▪ Proven ability to lead, motivate, develop, and manage the performance of a team.</li> <li>▪ Proven ability to plan and lead the delivery of research and teaching programmes, and to develop sources of funding.</li> <li>▪ The ability to deliver a variety of core courses in Accounting at undergraduate and postgraduate level.</li> <li>▪ Skills in pastoral care and motivating students and staff at all levels.</li> <li>▪ Proven ability to develop and pursue engagement with external stakeholders.</li> </ul>   |  |
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>▪ In-depth knowledge of Accounting specialism to enable the development of new knowledge, innovation and understanding in the field.</li> <li>▪ Established and widely recognised excellence and reputation in the Accounting specialist subject area amongst peers nationally and internationally.</li> <li>▪ Previous leadership experience.</li> <li>▪ Extensive experience and capability to act as a role model in the areas of research, and teaching, as appropriate.</li> <li>▪ A sustained track record of publishing in internationally excellent peer-reviewed journals in any area of Accounting and/or related areas. A candidate must have a portfolio of publications that are likely to be rated four against REF quality criteria in a Business and Management REF return.</li> <li>▪ Sustained track record in successful supervision of postgraduate students.</li> </ul> | <ul style="list-style-type: none"> <li>▪ An understanding of University management systems and the wider higher education environment.</li> <li>▪ Previous success in transferring research results to commercial, professional, or other practical use.</li> <li>▪ Ability to demonstrate that publications have had an impact on academia and/or wider society.</li> <li>▪ Ability to engage in inter-disciplinary research.</li> <li>▪ Experience of Executive Education teaching.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>▪ Sustained track record of teaching excellence.</li> <li>▪ Success in securing research funding/ undertaking major research projects.</li> </ul> |   |
| <b>Qualifications, certification, and training (relevant to role)</b> | <ul style="list-style-type: none"> <li>▪ PhD, or equivalent supported by extensive and high-level research and teaching experience in relevant area.</li> </ul>                          | <ul style="list-style-type: none"> <li>▪ Membership of relevant professional bodies.</li> <li>▪ Postgraduate Qualification in Learning and Teaching in Higher Education or equivalent.</li> </ul> |



## Expectations and behaviours

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|---------------------------|--|
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| <b>Forward thinking</b>   | 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.                    |
| <b>Professional pride</b> | 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. |
| <b>Always inclusive</b>   | 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

