### Role profile

**Job title**
Teaching Associate

**Job family and level**
Research & Teaching level 4

**School/Department**
Economics

**Location**
University Park Campus

**Purpose of role**
The successful candidate will contribute to the School's reputation as a recognised centre of international excellence. They will be expected to deliver high quality teaching programmes at the undergraduate level, and assist with the administration of the School.

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<thead>
<tr>
<th><strong>Main responsibilities</strong></th>
<th><strong>% time per year</strong></th>
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</table>
| 1 **Develop teaching materials**
  ▪ Develop teaching materials for lectures, tutorials and classes for the School's undergraduate programme. | 30% |
| 2 **Give lectures, tutorials and classes**
  ▪ Give lectures, tutorials and classes on the School's undergraduate programme. | 40% |
| 3 **Participate in examination process**
  ▪ To participate fully in the School's examination process through the preparation and marking of examinations and coursework and through participation in examination boards. | 10% |
| 4 **Administration**
  ▪ To assist in the administration of the School through taking on specific administrative duties, membership of School Committees and participation in School meetings. | 10% |
| 5 **Other Duties**
  ▪ To undertake other duties as required by the Head of School, appropriate to the post. | 10% |
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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<tr>
<td><strong>Skills</strong></td>
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<td>• Excellent oral and written presentation skills, including the ability to communicate with clarity on complex information</td>
<td>• Ability to engage and retain the interest and enthusiasm of students and inspire them to learn</td>
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<td>• High analytical ability to facilitate conceptual thinking, innovation and creativity</td>
<td>• Ability to design course materials and plan to and organize the delivery and assessment of taught courses within an agreed quality framework</td>
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<td>• Ability to creatively apply relevant approaches to teaching and learning support.</td>
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<td>• Ability to assess and organize resource requirements and deploy effectively.</td>
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<td>• Ability to build relationships and collaborate with others, both internally and externally</td>
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<tr>
<th><strong>Knowledge and experience</strong></th>
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<tr>
<td>• Previous teaching experience of small groups at Higher Education level</td>
<td>• Experience in working in research and teaching teams</td>
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<tr>
<td>• Awarded, or demonstrably close to submitting, a PhD in Economics (or equivalent)</td>
<td>• Experience of academic and/or pastoral support for students</td>
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### Qualifications, certification and training (relevant to role)

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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 work force 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

- **Line manager**
  - Head of School of Economics

- **Role holder**
  - Teaching Associate
  - Colleagues
  - Students

- **Key stakeholder relationships**