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| **Job Title** | Professor in Business Administration |
| **School/Department** | Nottingham University Business School China (NUBS China) |
| **Job Level** | UNNC Scale B Level 7 |
| **Job Family** | Research and Teaching |
| **Contract Status/**  **Appointment Duration** | This post is available from February 2025 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to five years. |
| **Location** | University of Nottingham Ningbo China |
| **Hours of Work** | Irregular working hours |
| **Responsible to** | Relevant Head of Departments in the Business School |

## Purpose of role:

The role holder will be expected to make a significant leadership impact within their academic unit and in the research and teaching area of relevant field including:

• Marketing

• Strategic Management

• Entrepreneurship and Innovation Management

• Operations Management

• Information Systems

• Human Resources and Organizational Behavior (OB)

• Sustainability and ESG

• Other emerging or interdisciplinary fields relevant to Business Administration

The role holder will participate in the NUBS China academic unit level organisation, management and strategic planning and will also contribute to the University’s strategic planning processes. They will act as principal investigator on major research projects in relevant field and will identify opportunities for the development of new research projects.

The role holder will take responsibility for the quality of the design of courses/programmes in relevant field to maintain the high teaching standards and contribute generally to the development of teaching, teaching methods and assessments in the NUBS China academic unit.

The role holder may have line management responsibilities including the responsibility for the professional development of their academic team and contribute to the overall administration of the School.

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|  | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | **% time**  **per year** |
| 1 | **Research**   * Plan and lead the development and implementation of research strategy within NUBS China. Develop and communicate a clear vision of the academic unit/University’s strategic direction and ensure the delivery of University strategic plans within area of responsibility. * Through original, recent and published research of international excellence, maintain and further develop an international reputation as a research leader in a major subject area. Where appropriate lead research and collaborative partnerships with other educational institutions or other external bodies and promote and market the work of the academic unit. * Lead and support funding bids that develop and sustain research support for the specialist area and advance the reputation of the academic unit and the University. * Organise national and/or international workshops to further disseminate and explain research findings. * Lead and develop internal and external networks to foster collaboration, share information and ideas and promote the subject and the University.   **Talent Development Program and Recognition**   * Actively pursue recognition through prestigious talent schemes and programs, both nationally and internationally, to elevate personal and institutional academic standing. * Guide and support faculty members and researchers in applying for talent programs, the National Science Fund for Distinguished Young Scholars, and other relevant schemes, enhancing the academic unit’s visibility and reputation. * Utilize expertise and networks to assist the institution in nominating candidates for academic awards and honors, thereby acknowledging and promoting outstanding research and teaching contributions within the field of Business Administration. | 40% |
| 2 | **Teaching**   * To deliver teaching across a range of modules or within a subject area, providing curriculum leadership within own area of expertise. * Be responsible for the design of course modules and/or programmes of study in specialist area and for their quality. Where appropriate identify the need for developing the content or structure of existing modules and make proposals on how this should be achieved. * To supervise and examine Post graduate, Masters and PhD students. * To coach and support tutorial groups, developing their knowledge and their learning skills, and be responsible for the pastoral care of students within a specified area, dealing with sensitive issues. * Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required. * Be responsible for and supervise practical work, including projects, field trips or placements, where it is part of the course, and advise students on techniques. | 40% |
| 3 | **Administration**   * Chair committees and participate in University decision making and governance and contribute to the development of academic policies across the University. * Provide intellectual leadership of the School’s academic community, providing direction and mentoring for less experienced colleagues. Lead, appoint, manage and develop individuals and/or teams to deliver the research and/or teaching plans. Foster inter-disciplinary team working to develop team spirit and team coherence. * Responsible for the management and resolution of all student and/or team issues drawing on specialist advice and support as required. * Responsible for the organisation and deployment of resources within area of responsibility. * Contribute to the running and strategic direction and development of the University through designated committees or project activities. * Participate on national and international bodies; act as an advisor to government and in any other external advisory capacity. Where appropriate contribute to the development of higher education processes in the UK. * Be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and represent the School on various committees and working groups in the wider University and outside of the University and managing or monitoring assets and budgets allocated as part of the role. * To contribute to student recruitment and secure student placements and provide appropriate advice to others involved in this activity. * Be responsible for the safe conduct of work within work area and teaching responsibilities ensuring that the School’s arrangements for compliance with the University Safety Policy are implemented. * To participate in training and staff development events as trainer or trainee as appropriate. * To maintain appropriate professional development, expertise and awareness. * To undertake other tasks and responsibilities as may reasonably be required. | 20% |

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| Person specification | | |
|  | **Essential** | **Desirable** |
| **Qualifications, certification and training (relevant to role)** | PhD or equivalent in relevant subject area:   * Marketing * Strategic Management * Entrepreneurship and Innovation Management * Operations Management * Information Systems * Human Resources and Organizational Behavior (OB) * Sustainability and ESG * Other emerging or interdisciplinary fields relevant to Business Administration | * Higher Education teaching qualification or equivalent. * Membership of a professional body where appropriate. |
| **Skills** | * Excellent oral and written communication skills in English, 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. * Proven ability to provide effective leadership and management of groups and teaching activities. * Proven ability with demonstrated success in obtaining sources of funding, providing effective leadership, planning, and building, resourcing a team and delivering research results. * High analytical ability to facilitate conceptual thinking, innovation and creativity. * Skills in counselling, pastoral care and motivating students. * Ability to build relationships and collaborate with others, internally and externally. |  |
| **Knowledge and experience** | * Extensive track record of published research, development and delivery of teaching units, successful consultancy activities and/or delivery of specialist services to external customers/client. * In depth knowledge of relevant specialism to enable the development of new knowledge, innovation and understanding in the field. * Established and widely recognised excellence and reputation in the relevant specialist subject area amongst peers nationally and internationally. * Extensive experience in leading the design of research techniques and methods. * Extensive experience and capability to act as a role model in the areas of research, and teaching in higher education sector, as appropriate. * Previous experience and success in raising capital in support of new business projects, management of investment funds, grants and contracts. * Experience in teaching, supervision, and/or development of executive education. * Proven record of promoting and maintaining collaborative links with industry/business/community. | * An understanding of University management systems and the wider higher education environment. * Previous leadership experience. |
| **Personal Attributes** | * Ability to work collaboratively in a multidisciplinary environment. * Ability to work effectively in a multi-cultural environment. * Ability and motivation to lead an independent successful research programme. * Ability to work to deadlines and to prioritise tasks. * Evidence of leadership quality in leading a team to achieve a task/project. | * Ability to attract students (undergraduate and postgraduate) to come and study at the University of Nottingham Ningbo China. |

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| 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. |

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| Key relationships with others |