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| **Job Title** | Associate Professor in Business Administration |
| **School/Department** | Nottingham University Business School China (NUBS China) |
| **Job Level** | UNNC Scale B Level 6 |
| **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** | Head of Department of International Business and Management |

## 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:

* + Human Resource Management
  + Organisational Behavior
  + Strategic Management
  + 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**   * To act as the principal investigator on major research projects within the relevant field. Investigate and devise new research methods, generate new research approaches and contribute generally to the development of thought and practice in relevant field. * To develop and sustain an ongoing national reputation as a research leader in relevant field, through original research work. Disseminate and explain research findings through leading peer-reviewed national and international publications, and present or exhibit at national/ international conferences and other similar events. * To lead major funding bids which develop and sustain research support for relevant specialist area and develop research initiatives to foster collaboration and generate income. * To apply research results in public policy or commerce where there is a demonstrable benefit to the University and NUBS China academic unit. * Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.   **Talent Development Programme and Recognition**   * Actively pursue recognition through prestigious talent schemes and programmes, both nationally and internationally, to elevate personal and institutional academic standing. * Guide and support faculty members and researchers in applying for talent programmes, 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**   * To provide academic and organisational leadership to those working within relevant research area(s), by for example co-ordinating resources, the work of others to ensure the effective delivery of research projects and agree objectives and work plans with the team. * To lead and develop internal (e.g. by chairing/participating in University Committees) and external relationships (e.g. external examiners/assessors and/or active researchers) to foster future collaboration. * 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:   * + Human Resource Management   + Organisational Behavior   + Strategic Management   + 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. * Extensive research and teaching experience with an established national and growing international reputation in relevant field in higher education. * Extensive experience in developing and devising new research programmes, models, techniques and methods. * 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 experience of the supervision and pastoral care of students at all levels. |
| **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** | Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people. |
| **Taking ownership** | Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership. |
| **Forward thinking** | Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition |
| **Professional pride** | Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way. |
| **Always inclusive** | Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community. |

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| Key relationships with others |