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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Business Unit Administrator

**School/Department:** English

**Job Family and Level:** Administrative, Professional and Managerial Level 3

**Hours of Work:** Full time (36.25 hours per week)

This is a 3 year fixed-term post offered from 1 January 2016 until 31 December 2018

**Location:** Trent Building, University Park Campus

**Reporting to:** Dr Louise Mullany, Director of Linguistic Profiling Business Unit and Mari Hughes, School Manager.

**Purpose of the New Role:**

*Linguistic Profiling for Professionals* (LiPP) is a new Business Unit located in the Centre for Research in Applied Linguistics in the School of English. Academic and research staff in the unit offer a portfolio of activities related to the School’s applied linguistics research in the form of continuous professional development (CPD), consultancy offerings and research projects, guided by The University of Nottingham’s strategy for developing CPD and consultancy services to external markets. This new post is essential to the successful development of the Business Unit. The role-holder will provide administrative support to all members of the team including the Director, Dr Louise Mullany, the Business Development Manager and academic and research staff in the unit.

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|  | **Main Responsibilities**  i.e. What is done.… To what / for whom…. With what outcome, or result. | **% time per year** |
| 1. | **Contact with clients**   * Dealing with day-to-day queries concerning the project via email, telephone and on-line and providing high quality customer service to potential and current clients * Acting on behalf of the Director of the Business Unit and the Business Development Manager to communicate with potential and current clients about the project | 15% |
| 2. | **Marketing**   * Drafting and formatting direct marketing material as required by the Director and the Business Development Manager in accordance with Marketing Department templates Updating and developing project webpages for:   + marketing/promotion   + Designing marketing materials for the project, including brochures/leaflets/web-based materials   + recording and editing short testimonial videos and similar to upload on to the Business Unit’s websites   + taking photographs, re-sizing and uploading as required   + liaising with the University press office about news press releases and liaising with the media outside of the university   + drafting news items for webpages * Working with social media to promote Business Unit activities via Facebook, Twitter, LinkedIn etc, as appropriate | 30% |
| 3. | **Supporting the activities of the Business Unit**   * Updating and developing workshop materials, preparing workshop packs etc. * Recruiting participants for eye-tracking experiments as required by clients * Booking rooms (including eye-tracking space)/catering/accommodation and liaising with the appropriate partners to co-ordinate suitable times * Setting up on-line bookings and schedules * Assisting at events, meeting business clients and acting as an ambassador of the School and the project * Acting on behalf of the Business Unit Director to oversee all bookings * Preparation of materials for overseas visits * Arranging meetings/itinerary/travel/accommodation | 30% |
| 4. | **Financial processing**   * Providing quotes for clients for activities associated with the main activities undertaken by the LiPP Business Unit, including: workshops/consultancy/eye-tracking experiments/online courses/events etc., in accordance with the costings established by the University * Arranging invoice payments for all project partners, including payment for any contributing partners * Arranging for the payment of all casually engaged staff who will be undertaking work on the project (e.g., transcribers, lab managers etc.) * Administrative support for academic staff submitting external grant applications * Post-award financial management for the Principal Investigators as required to assist in the successful delivery of all externally funded projects, including Procurement | 15% |
| 5. | **Reporting and planning**   * Undertaking research into potential and current clients to develop client portfolios and briefing guides for members of the Business Unit as required by the Business Development Manager * Undertaking regular financial reports to support financial management * Monitoring all finances for the project, running reports, analysing data etc. as required * Developing systems to capture information about activities relating to the Business Unit for external reporting, including liaising with the media * Collating reviews and testimonials, including on-line feedback * Providing administrative support for research grant reporting including Researchfish etc. * Support for the Director of the Business Unit to ensure progress and milestone planning on all external grants and across areas of the portfolio product delivery | 10% |
| 6. | **Other**   * Responsibility for health and safety aspects to the project * Drafting agendas, minuting meetings, archiving documentation and updating Business Unit members as required to provide administrative support for all Business Unit meetings, including meetings of the LiPP Steering Committee * Attending meetings in the School of English as required * Attending staff development events and equivalent as required * Undertaking other duties commensurate with the grade of the post as a member of the administrative team in the School of English | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | * HNC/HND in a relevant subject (or equivalent). * Good general standard of education including Maths and English GCSE or equivalent. | * Qualifications at A level or above in English language |
| **Knowledge/Skills/Training** | * Excellent and proven IT skills including word processing, email, web design and web-editing skills * Excellent financial skills to include quotation work, financial reporting and excellent spreadsheet skills. * IT skills related to using social media, particularly Facebook, Twitter and LinkedIn * Excellent oral and written communication skills * Good written skills to create documents, emails and draft procedural documentation for the School * Good communication and organisational skills to deal with a range of clients, in the UK and overseas * Good eye for detail and accuracy in all aspects of work * Excellent time management and experience of working to tight deadlines * Ability to manage a large amount of data accurately. * Ability to build relationships with individuals and organisations. * High degree of initiative, responsibility and self-motivation, and a professional attitude, with a proactive approach to problem solving | * Design and presentation skills * Training in customer care or related area |
| **Experience** | * Experience of working in a University environment * Experience of managing large or team-based projects associated with event management | * Experience of working in a private/public sector environment |
| **Other** | * Committed to working as part of a team in a shared office environment * Able to remain calm under pressure and be able to work with the minimum of supervision * Good time management and able to work to tight deadlines * Friendly and approachable * Willingness to learn new skills particularly in the area of IT and web design | * Experience of communicating with overseas clients |

Informal enquiries may be addressed to Dr. Louise Mullany, Director of the Linguistic Profiling Business Unit. Email: [louise.mullany@nottingham.ac.uk](mailto:Louise.mullany@nottingham.ac.uk)  
Please note that applications sent directly to this email address will not be accepted.

**Information about English Language and Applied Linguistics teaching and research in the School of English**

At The University of Nottingham, the focus of work in English language and linguistics has primarily been on:

* professional communication, with specialisation in business and health communication
* sociolinguistic and corpus linguistic analysis of language and discourse
* psycholinguistics
* literary linguistic text analysis/stylistics and cognitive poetics
* teaching English as a second/foreign language
* interdisciplinary approaches to a wide range of issues in applied linguistics and SLA research

Nottingham’s distinctive approach is focused on the social and cultural contexts in which the English language is acquired, produced and understood, and on the psychological factors that underlie these processes.

**The Interdisciplinary Ethos of Nottingham**

Applied Linguistics is an interdisciplinary area of research, touching as it does on aspects of psychology, sociology, education, modern languages, literature, historical studies, and computational science. The Centre for Research in Applied Linguistics (CRAL), which includes a number of interdisciplinary research groups, is housed in the School of English. CRAL’s infrastructure supports corpus-based research, discourse-based sociolinguistic data analysis, multi-modal data capture and analysis, eye-tracking, and behavioural response time experiments.

Over the last few years, the School has invested in the development of web-based e-learning materials, a pioneering move led by staff in the English Language and Applied Linguistics section and now involving all areas of the School. We currently offer several of our Masters courses as online programmes (MAs in Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies, Health Communication, Modern English Language, and Literary Linguistics), and we currently have over 250 distance students based in over 40 countries across the globe.

**Existing Research Strengths**

Research within Nottingham’s School of English is concentrated in the *Centre for Research in Applied Linguistics* (CRAL). Research groups within CRAL include the *Corpus Linguistics Workshop,* the *Bilingualism Research Group* (directed by Kathy Conklin and Walter van Heuven in Psychology), *Vocabulary Research Group* (directed by Norbert Schmitt), *Literary Linguistics group* (directed by Peter Stockwell), *Health Language Research Group* (directed by Kevin Harvey, Svenja Adolphs and Louise Mullany), and *Language in the Professions (LiPs)* (directed by Louise Mullany).

**Teaching areas in English Language and Applied Linguistics**

Postgraduate teaching within the field of English Language and Applied Linguistics currently includes four popular Masters programmes taught on site (*MA Applied Linguistics*, MA *Applied Linguistics and ELT*, MA *Literary Linguistics* and an innovative MSc *Communication and Entrepreneurship* (co-taught with the University’s Business School). We also contribute to an interdisciplinary MA in English Studies. In addition, we run a highly successful suite of Masters programmes by Distance Learning (see above) and we provide supervision to a thriving postgraduate research student community of around 50 students. Undergraduate modules include *Sociolinguistics, Discourse & Society, Language Development, Language and the Mind,* *Discourse and Society, Texts in a Digital World, Cognitive Poetics, Stylistics* and *Literary Linguistics*.

**English Language and Applied Linguistics (ELALS) Staff in the School of English**

The field of English Language and Applied Linguistics (ELALS) has seen strong growth on several fronts in the past five years. Investment by the School and the University in this area of teaching and research has both strengthened research profiles and helped considerably in meeting School and University international recruitment targets. The Linguistic Profiling for Professionals business unit is the latest innovative initiative of the University’s investment in this area.

The Linguistic Profiling Business Unit is directed by Louise Mullany, Associate Professor of Sociolinguistics and the School’s Director of Business and External Engagement. Within the business unit, the successful candidate will join Dr Mullany and a suite of new appointments including an Assistant Professor, two post-doctoral Research Fellows and a full-time dedicated Business Development Manager.

The new appointments will additionally join a well-established group of pre-existing ELALs staff in the School of English in the UK which currently includes the following members of staff:   
  
Four chairs (**Svenja Adolphs**, **Zoltán Dörnyei, Norbert Schmitt** and **Peter Stockwell**);

Three Associate Professors (**Kathy Conklin**, **Louise Mullany** and **Violeta Sotirova**);

Five Assistant Professors/Lecturers (**Sarah Grandage, Kevin Harvey, Lucy Jones, Ana Pellicer-Sánchez, Michael Rodgers**)

Research Fellow (**Sarah Atkins**)

In addition, we have research support from Emeritus Professors (**Ron Carter** and **Mike McCarthy**), an Honorary Professor (**Katie Wales**), as well as numerous Teaching Affiliates.

We have a sister research centre, CRALC (Centre for Research in Applied Linguistics, China) at The University of Nottingham’s Ningbo Campus (UNNC). There is an established group of staff in CRALC who have expertise in professional communication, including workplace communication (**Du Ping** and **Simon Harrison**) and health communication (**Mukul Saxena**).

**General Information**

**The School of English**

The School of English was one of the first departments to be established when the University was formally opened in 1881 and is located on the ground floor of the Trent Building, University Park Campus.

We have a first-rate, international reputation for outstanding teaching and research, as demonstrated by our School's current UK and world rankings:

* 7th for English in *The Times* and  *Sunday Times Good University Guide 2016*
* 9th for English in *The Complete University Guide 2016*
* 9th in the UK for 'research power' ([REF 2014](http://www.nottingham.ac.uk/english/research/ref.aspx))

We offer a unique combination of English disciplines, including literature from the Anglo-Saxon and medieval periods to the present day, English language from its origins to contemporary and applied contexts, drama and performance, and creative writing.

At present, there are currently 46 lecturing staff in the School (with 4 more appointments to be made to start in January 2016), 5 Teaching Associates and 4 research staff. We offer both Single and Joint Honours courses at BA level, a range of taught postgraduate Masters courses (many through web-based Distance Learning) and research supervision in all areas. We have approximately 950 undergraduate students, 70 undertaking on-site Masters programmes and 200 on distance learning Masters programmes. There are approximately 90 full- and part-time research students working towards the higher degrees of PhD within a range of topics, with most full-time members of staff engaged in postgraduate supervision. These are students on our Nottingham campus. The School also has Schools of English at The University of Nottingham campus in Ningbo, China (UNNC) and at The University of Nottingham campus in Malaysia (UNMC).

**Research in the School**

The following research groupings in the School form a focus for lectures, conferences, seminars, grant applications and other collaborative activities:

The **Centre for Research in Applied Linguistics (CRAL)** is an interdepartmental research unit comprised of scholars from the School of English, Computer Science, Mathematics, Psychology, and Education. The School also houses two of the largest corpora of spoken English and spoken business English in the world, both funded in co-operation with Cambridge University. Academic and research staff from the School also form part of a recently established professional communication research cluster and business unit, *Linguistic Profiling for Professionals*, based in the Centre for Research in Applied Linguistics to provide bespoke consultancy and training.

The **Centre for Regional Literature and Culture (CRLC)** involves a series of fresh initiatives relating to regional cultures at both local (i.e. East Midlands) and national levels. The Centre encompasses work on Byron, Southey, the interdisciplinary Landscape, Space, Place Research Group, and the D. H. Lawrence Research Centre.

The **Centre for the Study of the Viking Age (CSVA)** fosters, develops and coordinates research into all aspects of the Viking Age, with special emphasis on Scandinavian contacts with the British Isles, and on literary and linguistic sources for the period.

The **Institute for Name-Studies (INS)** was established in September 2002 as an umbrella for the various research activities of the English Place-Name Survey (founded 1923) and the Centre for English Name-Studies (established 1992). The Institute for Name-Studies houses the library and research resources of the English Place-Name Society.

The **Institute for Medieval Research (IMR)** is University-wide and includes all the members of the Medieval Section within the School. This institute hosts inter-disciplinary seminars and conferences as well as convening an MA in Medieval Studies. The peer-reviewed journal *Nottingham Medieval Studies* is also edited and published by the Institute.

**Research Funding in the School**

The School has been successful in attracting substantial funding from The Leverhulme Trust, the AHRC, the British Academy, ESRC, EPSRC, the Wellcome Institute, JISC and other external bodies. The University has a number of internal research funding schemes and support for both internal and external funding applications is provided by the University’s Centre for Advanced Studies (CAS).

**Teaching in the School**

**Undergraduate teaching**

English Language and Applied Linguistics

Medieval Studies (including the history of the language)

Literature from 1500 to the present day (including literary theory)

Drama and Performance

Creative Writing

The curriculum emphasises a wide range of disciplines within the general areas of English, in which Year 1 operates as a foundation years introducing the students to these disciplines, while in Years 2 and 3 students progressively select a range of specialist modules.

**Masters Programmes**

The School offers a number of specialist taught Masters programmes including Applied Linguistics, Applied Linguistics and English Language Teaching; Literary Linguistics; Viking and Anglo-Saxon Studies; English Literature; and Creative Writing. In addition, the MA in English Studies allows students to combine modules from different areas, particularly language, literature and medieval studies. There are also joint Masters programmes with other Schools, including English and American Studies and Communication and Entrepreneurship.

**E-learning**

Over the last few years, the School has invested in the development of web-based e-learning materials not least on its flagship first year undergraduate module Academic Community which all full-time members of academic staff contribute to and participate in. Several Masters courses can be studied via the web (Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies and Health Communication, Modern English Language, and Literary Linguistics), currently taken by students from around 40 countries.

All undergraduate and many postgraduate (on-site) modules in the School are supported by the virtual learning environment Moodle.

**Careers and Employability**

In 2012-13 the School of English was awarded a prestigious Teaching Development Grant by the Higher Education Academy for our project, ‘Embedding Employability in English: work related learning in the creative industries’, to address two key challenges:

* How we can create opportunities for our students to develop vocational skills and experience work-related learning in the context of the particular skills and knowledges being developed through their subject-based study of English
* How we can ensure that such work-related activity is appropriately framed and supported to ensure ‘learning’ takes place, particularly as the numbers of students involved increases.

The School now had a dedicated Placements and Employability Administrator to support our work to develop placements and employability opportunities for all students.

**The University of Nottingham**

The School is located on the 330-acre University Park campus just within the western boundary of the city. Nottingham is one of the most popular universities in the UK and consequently, the quality of students is very high. There are over 34,000 full-time and part-time students taught across five faculties on the UK campuses. The University is a global-leading, research-intensive university with campuses in the UK, Malaysia and China.

The University is an ideal environment for scholarly, cultural and athletic activities, with an Arts Centre for music and art, a large Sports Centre and a swimming pool. Good quality housing and schools are available locally. There is easy access to the Peak District National Park and excellent rail connections to all parts of the country. The local airport is East Midlands airport.

For further information about the University, see:

<http://www.nottingham.ac.uk>

For campus maps and other information, see:

<http://www.nottingham.ac.uk/about/campuses/maps.php>