

ACADEMIC PROFILE

TEACHING AND RESEARCH LEVEL 4

ROLE PURPOSE

To take responsibility for the design and delivery of course modules and lead research in own subject area

PRINCIPAL DUTIES

- 1 Provide leadership to staff and researchers within subject area and support their development
- 2 Review curriculum and modes of delivery to ensure achievement of course objectives and student expectations
- 3 Teach and assess students and provide pastoral support
- 4 Identify opportunities for research bids and income generation and prepare proposals
- 5 Lead research projects within subject area

ACTIVITIES	EXAMPLES OF ROLE REQUIREMENTS
1 Communication	Make presentations or exhibitions at national or international conferences and other similar events. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.
2 Teamwork and motivation	Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans. Could act as a line manager (eg of research teams)* Ensure that teams within the department work together. Act to resolve conflicts within and between teams.

3 Liaison and networking	<p>Lead and develop internal networks for example by chairing and participating in Institutional committee.</p> <p>Lead and develop external networks for example with external examiners and assessors.</p> <p>Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</p>
4 Service delivery	<p>Review on a regular basis course content and materials, updating when required.</p> <p>Ensure that course design and delivery comply with the quality standards and regulations of the university and department.</p> <p>Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.</p> <p>Contribute to the management of quality, audit and other external assessments.</p>
5 Decision making P and O	<p>Make decisions regarding the operational aspects of own educational programme.</p> <p>Contribute to decisions which have an impact on other related programmes.</p> <p>Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.</p>
6 Planning and organising resources	<p>Contribute to the development of research strategies.</p> <p>Responsible for the delivery of own educational programmes.</p> <p>Contribute to the overall management of the department in areas such as budget management and business planning.</p> <p>Be involved in departmental level strategic planning and contribute to the Institution's strategic planning processes.</p> <p>Plan and deliver research, consultancy or similar programmes and ensure that resources are available.</p>
7 Initiative and problem solving	<p>Responsible for dealing with referred issues for students within own educational programmes.</p> <p>Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.</p>

8 Analysis and research	<p>Determine relevant research objectives and prepare research proposals.</p> <p>Carry out independent research to achieve the research project objectives as principal investigator and project leader.</p> <p>Work out how best to apply existing methodologies according to the overall context, objectives and expectations</p> <p>Analyse and communicate the results.</p>
9 Sensory and physical demands	<p>Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills.</p>
10 Work environment	<p>Depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.</p>
11 Pastoral care and welfare	<p>Provide first line support for colleagues, referring them to sources of further help if required.</p>
12 Team development	<p>Act as a referee and contribute to peer assessment.</p> <p>Contributing to the development of teams and individuals through the appraisal system and providing advice on personal development.</p> <p>Act as a personal mentor to peers and colleagues.</p>
13 Teaching and learning support	<p>Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.</p> <p>Develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.</p>
14 Knowledge and experience	<p>Required to be an externally recognised authority in the subject area.</p> <p>In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.</p>