**Grade 9 - Academic Role Profiles**

**Role Title: Associate Professor (Grade 9)**

**Responsible to: Head of School / Academic Lead (where appropriate)**

**Primary Purpose:**

To contribute to the institution's core mission of delivering high-quality teaching, impactful research or scholarship, and fostering a supportive academic community. The role combines responsibilities expected from all Associate Professor staff at a grade 9, ensuring alignment with strategic priorities, leadership and maintaining excellence in student experience, research outputs, and professional standards. To hold some positions of responsibility at School or Faculty level for the overall business sustainability of the faculty as outlined below.

**Generic to all Associate Professors (G9) roles (building on the demands of Senior Lecturer):**

Whilst it is not anticipated that you will be expected to do all of the listed activities all of the time, nor does it guarantee that you will be given the opportunity to do all of these activities, it does mean that the University can expect/require a member of staff at grade 9 to do any of the generic activities, with reasonable notification and support. Where you are directed to undertake any of the activities detailed below, you will be expected to perform at this level within a reasonable time frame.

The duties and responsibilities in grade 8 will still continue to apply. Similarly, the role profile is not exhaustive, and you may be required to undertake other duties of similar level and responsibility.

**General Academic Practice**

* Be nationally recognised and actively advancing an international reputation as a leading authority in the field, profession, or discipline, while establishing and sustaining a notable external profile.
* Positively promote the University within and outside the institution to build networks which will assist and inform the development of the Faculty, School and the University.
* Support the Head of School and other colleagues as appropriate, by exercising strategic academic leadership within their academic field, and leading on School and Faculty portfolios in line with their specific academic focus in roles such as Academic Lead.
* Contribute to aligning the planning of research, teaching and enterprise activities within School, Faculty and University priorities and strategic goals.
* Provide effective leadership and management of teams, programmes, and resources by setting objectives, supporting staff development through coaching and mentoring, and ensuring sustainable project planning, resource allocation, and timely delivery of outputs.
* Take lead at Faculty level to ensure robust and effective quality assurance processes for teaching and learning within the institution, ensuring alignment with national standards and conditions of registration (e.g., QAA, NSS, TEF etc).
* Represent the School internally and University externally on committees, working groups, forums and at other events. This may include chairing committees and ensuring the effective operation of relevant sub-committees and working groups.
* Contribute to and support School, Faculty and University-wide initiatives and portfolios as required.

**Communication**

* Disseminate conceptual and complex ideas for a wide variety of audiences using appropriate media and methods to promote understanding.

**Teamwork and motivation**

* Provide academic leadership to those working within programme areas as subject leader or equivalent by for example agreeing work plans, co-ordinating the work of others to ensure that courses are delivered effectively

**Liaison and networking**

* Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitate school, faculty or University performance or business as required.
* Act within a leading role in the recruitment, management and development of staff and act as a mentor to colleagues.
* Contribute to the enhancement of the relevant subject or field by being involved in quality assurance and other external decision-making bodies.
* Act as external examiner to other institutions and provide professional advice

**Decision making Processes and Outcomes**

* Be party to strategic decisions at Faculty and School level through participation in Faculty and / or Institutional Committees etc.
* Lead the development of new and creative approaches in responding to challenges in teaching and learning, teaching and research or Professional Practice -Innovation, Enterprise and Knowledge Exchange.

**Planning and organising resources**

* Be involved in school and faculty level strategic planning, and contribute to the Institution’s strategic planning processes.

**Initiative and problem solving**

* Resolve problems affecting the delivery of courses /research projects and in accordance with regulations.
* Spot opportunities for strategic development of new courses (especially at PG level) and/or projects and contribute to the development of such ideas.

**Sensory and physical demands**

* Carry out tasks at a level appropriate to the discipline and type of work.
* Acquire, new skills necessary for effective teaching (e.g. use of AVA equipment, use of specialist equipment in areas such as media, sport science, biology, geography, art and psychology)

**Work environment**

* Exercise overall responsibility for health and safety in own areas of responsibility.
* Ensure that appropriate risk management processes are operational.

**Pastoral care and welfare**

* Responsible for dealing with referred issues for students at faculty and school level
* Be responsible for the initial resolution of team issues within standard procedures.

**Team development**

* Contributing to the development of teams and individuals through the appraisal system and providing advice on personal development.
* Act as a personal mentor to peers and colleagues in matters relating to research
* Exercise academic leadership for all subject area activities - teaching and/or research, as appropriate.

**Knowledge and experience**

* Be a leading authority in the subject with a national and/or international reputation.
* Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
* Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.

**Grade 9 – Underlying Contract – Duties and Responsibilities**

**Teaching and Learning**

It is expected that individuals will make a balanced and overall contribution to a range of Teaching and Learning areas of academic activity, as listed below.

1. **Teaching and Learning**
* Take a leading role in balancing excellence in teaching with advancing research-informed practices to enhance the quality of education.
* Take a leading role in the development of innovative and inclusive teaching methodologies to meet diverse student needs.
* Lead at faculty or school level the adoption and effective use of digital tools and platforms to enhance teaching and learning.
1. **Curriculum Development**
* Lead the design and implementation of innovative and inclusive curricula reflect current trends, industry demands, and professional standards.
* Set high standards for teaching and learning within the institution, acting as a role model for colleagues.
* Oversee the design of fair, transparent, and effective assessment methods that align with learning objectives
* Take responsibility for monitoring and enhancing the quality of teaching and learning within the School or Faculty.
* Lead or contribute to the development of Faculty and institutional policies on teaching excellence and curriculum development.
* Participate in internal and external reviews to ensure the highest pedagogical standards are met.
1. **Administrative Duties**
* Lead in School / Faculty committees related to Teaching and Learning.
* Support staff in achieving teaching-related qualifications or accreditations, such as Advance HE recognition
1. **Leadership and Contribution**
* Lead initiatives to enhance teaching quality and innovation within the School or Faculty.
* Contribute and actively participate in the development of Faculty and institutional teaching and learning strategies, ensuring alignment with broader goals.
* Represent the institution at national or international forums on pedagogical leadership and innovation.
* Promote interdisciplinary and inclusive approaches in teaching to address diverse learning needs and Faculty priorities.

**Teaching and Research**

It is expected that individuals will make a balanced and overall contribution to a range of Teaching and Research areas of academic activity, as listed below.

1. **Teaching and Research Leadership**
* Publish high-quality research, in reputable journals or practice as research equivalent, which contributes to scholarly knowledge while delivering significant impact and benefits to the school and faculty, strengthening their academic reputation and strategic goals.
* Present research findings at national and international conferences, seminars, and colloquia.
* Build and maintain external research networks with academic, industry, and professional partners.
* Generate new research approaches and identify, adapt, develop and use research methodologies and techniques appropriate to the type of research.
* Interpret findings obtained from research projects and develop new insights, expanding, refining and testing hypotheses and ideas.
* Collaborate with external organisations on joint research opportunities and impact initiatives, while actively seeking and securing research funding through grants, sponsorships, and partnerships to support income generation and drive the school and faculty's strategic priorities.
1. **Curriculum Development**
* Design and lead curriculum initiatives that align with contemporary research and industry developments.
* Ensure that course content integrates current research findings, preparing students with up to date and leading knowledge.
* Collaborate with colleagues to create interdisciplinary and innovative programs that reflect institutional priorities and emerging trends.
1. **Administrative Duties**
* Lead in School / Faculty committees related to Teaching and Research.
1. **Leadership and Contribution**
* Lead research projects within the discipline, acting as principal investigator and project leader.
* Develop and oversee research strategies within the School or Faculty.
* Lead the development of research strategies across the School and Faculty.

**Professional Practice - Innovation, Enterprise and Knowledge Exchange**

It is expected that over time individuals will make a balanced and overall contribution to a range of Professional Practice - Innovation, Enterprise and Knowledge Exchange areas of academic activity as listed below.

1. **Professional Practice Development**
* Lead the advancement of professional practice within the discipline, ensuring alignment with current professional or industrial trends and emerging needs.
* Develop and maintain a recognised profile as an authority in professional practice at national and international levels.
* Take a leading role in the integration of professional standards and practices into teaching, research, and enterprise activities to enhance student employability and deliver meaningful societal impact.
1. **Innovation and Enterprise**
* Lead and own the development of innovative teaching, research, and professional practices that address real-world challenges.
* Drive enterprise-focused initiatives by identifying opportunities for new ventures, projects, or collaborations that benefit the institution and its stakeholders.
* Introduce creative approaches to curriculum design, research methodologies, and community engagement to foster an entrepreneurial mindset among students and staff.
1. **Knowledge Exchange and Engagement**
* Build and lead strategic partnerships with industry, government, and community organisations to drive impactful knowledge exchange activities.
* Promote the transfer of academic knowledge to professional practice, ensuring measurable benefits to external partners and the wider community.
* Organise and lead workshops, seminars, and collaborative projects that engage diverse audiences and promote the institution's expertise
1. **Income Generation**
* Own the process of securing funding for enterprise, innovation, and research projects through grants, sponsorships, and industry partnerships.
* Identify and capitalise on income-generation opportunities aligned with professional practice and Faculty priorities.
* Lead the development of consultancy services, contract research, and other revenue streams to support the sustainability of academic programs.
1. **Teaching Delivery**
* Design and lead on initiatives to integrate innovation, professional practice, and enterprise into student learning.
1. **Curriculum Development**
* Lead and own curriculum initiatives that integrate innovation and enterprise into teaching programs.
* Lead initiatives to embed professional practice and knowledge exchange into interdisciplinary programs.
1. **Administrative Duties**
* Lead in School / Faculty committees related to Innovation, Enterprise and Knowledge Exchange.
1. **Leadership and Contribution**
* Shape and drive the institution’s strategy for innovation, enterprise, and knowledge exchange, ensuring long-term impact.
* Mentor and support colleagues and students to engage with professional practice and enterprise activities.
* Represent the institution in national and international forums to promote its professional practice and enterprise capabilities.
* Lead initiatives that contribute to the sustainability and scalability of enterprise and knowledge exchange programs.