

ROLE PROFILES

Academic and Research



CONTENTS

The University has developed a series of role profiles that set out the type of activity that can reasonably be expected from colleagues at every level, and are complementary to the **Values for Working Together and **Professional Behaviours**.**

The role profiles have been grouped by job family, of which there are four:

- Academic and Research
- Professional and Managerial
- Academic and Administrative Support (Clerical & Technical)
- Ancillary and Operational Support.

The job families are convenient categories that allow the main elements of the majority of roles to be defined. The job family an individual is placed in is based on the elements that most directly relate to their position within the University.

The role profiles are primarily a reference document for line managers that will assist with:

- Preparing job descriptions and person specifications.
- Understanding the grading of posts.
- Inducting new staff.
- Clarifying expectations at an early stage, particularly for probationary staff.
- Allocating balanced and reasonable workloads.
- Setting reasonable objectives and reviewing achievements via the Performance and Development Review (PDR) process.
- Identifying and addressing under-performance.
- Recognising excellent contributions and making proposals for rewarding staff.

Academic & Research

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GRADE 6 TEACHING ROLE PROFILE

ROLE SUMMARY

At this level, role holders will deliver a defined range of teaching activities and support teaching and learning. Roles may combine elements of teaching, scholarship and administration. Role holders may have achieved, or be working towards, Fellowship of the Higher Education Academy.

REPRESENTATIVE WORK ACTIVITIES

Teaching

- Deliver lectures, seminars and tutorials within an established programme, typically at Foundation and/or undergraduate level, for which other members of academic staff retain overall responsibility.
- Prepare own teaching activity using materials and curriculum provided, within the framework of the module/degree programme.
- Apply effective teaching methods, materials and assessment techniques, recognising cultural, equality and diversity challenges.
- Reflect on student feedback, student performance and peer observation in order to enhance personal teaching skills.
- Contribute to teaching-related administration such as provision of module descriptions, collating assessment marks, carrying out student evaluations of modules etc.
- Support students' academic, personal and professional development, referring them to appropriate staff or services where necessary for further help and guidance.
- Supervise the work of students on projects, dissertations, field trips or placements.
- Mark and assess student coursework and examinations, providing timely and useful feedback to students.
- Be aware of, and adhere to, the teaching and learning strategy and objectives of the School.

Teaching and learning development

- Reflect on students' learning experience, share information and make suggestions for improvement as appropriate.

Scholarship

- Maintain an appropriate level of subject knowledge in support of core teaching duties, including participation, where appropriate, in external networks to share information and ideas.

Recruitment and Outreach

- To support, where practicable and reasonable, recruitment and widening participation activities linked to core teaching duties.

GRADE 6 RESEARCH ROLE PROFILE

ROLE SUMMARY

At this level, role holders will be focussed on conducting research under the direction of a Principal Investigator. Roles may combine elements of research, enterprise and providing support for projects or teaching activities. Role holders will start to develop independence as a researcher and also start to develop a national reputation within their discipline.

REPRESENTATIVE WORK ACTIVITIES

Research

- Undertake research under the supervision of a Principal Investigator, in accordance with a specified project as an active team member.
- Contribute to the development of research proposals and projects as self-contained items or as part of a broader programme.
- Contribute to writing proposals for research grants.
- Carry out independent research and supervise the work of research assistants.
- Contribute to the writing of papers for publication in leading academic journals and other relevant media.
- Disseminate research findings and establish a national reputation through participation in national conferences, exhibitions etc.
- Implement research methodologies that add to knowledge and understanding appropriate to the discipline.
- Collaborate with colleagues within the University in the development of original research.
- Provide specialist advice to other staff and students within the University.

- Use initiative and creativity to synthesise, analyse and interpret research data.

Enterprise and outreach

- Carry out consulting or specialist activities under the supervision of a project leader.
- Carry out trials and testing as part of a team.
- Liaise with industry partners and clients external to the University.
- Design solutions to meet client needs, including pricing and other practical considerations.
- Attend relevant seminars, conferences, exhibitions and other events.
- Contribute to writing and presenting client reports.

Leadership and management

- May supervise the work of support staff.
- Participate in School promotion and recruitment initiatives such as, Open Days and Visit Days.
- Participate in project teams and steering groups at a Departmental or School level.
- Undertake project-related administration such as organising regular project or client meetings, departmental presentations or seminars.

GRADE 7 TEACHING & RESEARCH ROLE PROFILE

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ROLE SUMMARY

At this level, role holders will be involved in the delivery of a range of teaching activities, using a variety of approaches on courses at both undergraduate and postgraduate level, including doctoral supervision. They may have achieved, or be working towards, Fellow status with the Higher Education Academy. Research, or scholarship, will be published and advance the state of knowledge in the role holder's discipline. Role holders at this level will be expected to be establishing a growing national reputation within their discipline.

Role holders are not expected to carry out all of the activities described below all of the time. The precise balance of activities will be agreed with the Head of School and/or other relevant line manager and may vary from time to time and over the course of a career.

REPRESENTATIVE WORK ACTIVITIES

Teaching and learning

- Develop and deliver teaching of the highest quality across a range of modules and levels.
- Develop and apply effective teaching methods, materials and assessment techniques, recognising cultural, equality and diversity challenges.
- Reflect on student feedback, student performance and peer observation in order to enhance modules and teaching.
- Review and update module content and materials regularly, applying knowledge gained from relevant research and scholarship.
- Set, mark and assess student coursework and examinations and provide timely and useful feedback to students.
- Supervise the work of students on projects, dissertations, field trips, or placements.
- Support and encourage students' academic, personal and professional development, particularly through the personal tutor role.
- Ensure that module design and delivery comply with quality standards and regulations.

- Actively contribute to meeting the teaching and learning strategy and objectives of the School.
- Plan and develop high quality independent, original contributions to teaching and learning policy and practice within the School.

Teaching and learning development

- Undertake and disseminate pedagogic research findings and establish a national reputation for the enhancement of teaching and learning within own subject area.
- Provide expert advice to staff and students and promote best practice.
- Engage with educational and teaching development issues with relevant committees and working groups across the University.

GRADE 7 TEACHING & RESEARCH ROLE PROFILE

CONTINUED

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Research

- Lead the development of research proposals and projects as self-contained items or as part of a broader programme.
- Carry out independent research and act as Principal Investigator/Project Manager.
- Supervise research fellows and support effective career development.
- Manage others in the synthesis, analysis and interpretation of research data.
- Secure research funding in accordance with the expectations of the discipline.
- Gain funding for, recruit and supervise doctoral students.
- Make a significant contribution to writing papers for publication in leading academic journals and other relevant media, including lead authorship on occasion.
- Disseminate research findings and develop an international reputation through participation in national and/or international conferences, exhibitions etc.
- Collaborate with colleagues within the University and at other institutions in the development of original research.
- Design and implement research methodologies that add to knowledge and understanding appropriate to the discipline.

- Provide expert advice to other staff and students within the university and other relevant institutions and domains.
- Participate in peer review activities appropriate to supporting the discipline.

Enterprise and outreach

- Design, conduct and/or manage specific consulting, testing and experimental activities and other specialist services to the requirements of clients and customers external to the University.
- Liaise with government, industry and other external partners to promote research, solve societal or client problems and develop business opportunities for the University.
- Organise seminars, conferences, exhibitions and other events.
- Contribute to national committees and/or working groups.
- Participate in activities that contribute to the widening participation agenda.

Leadership and management

- Take on roles such as Admissions Tutor, Examinations Officer, Dissertation Co-ordinator.
- Contribute to the accreditation of programmes and quality control processes.
- Provide academic leadership to those working within subject programme areas as a module convenor for a number of modules.
- Supervise the work of support staff e.g. in a small teaching or research team.
- Participate in University-wide projects or working groups, or be a member of a School board or committee
- Actively participate in, or co-ordinate, School and University promotion and recruitment initiatives such as, Open Days and Visit Days.
- Undertake research-related administrative activities such as co-ordinating contributions to grant proposals or research papers, organise contracts.

GRADE 7 TEACHING ROLE PROFILE

ROLE SUMMARY

At this level, role holders will be involved in the delivery of a range of teaching activities, using a variety of approaches on courses at both Foundation, undergraduate and postgraduate level, including doctoral supervision. They may also be undertaking a range of educational leadership activities within their School. They will have achieved, or if on probation, be working towards Fellow status with the Higher Education Academy (FHEA). Role holders will be undertaking scholarship or research related to their educational interests which may be reflected in activities such as, for instance, teaching resource development, presentation at key conferences, engagement with education committees of professional bodies or publication in education related journals and magazines. Role holders at this level will be expected to be establishing a growing educational reputation both within and beyond the University.

Role holders will be involved in a range of the activities as per the below, the precise balance of activities will be agreed with the Head of School and/or other relevant line manager and may vary from time to time and over the course of a career.

REPRESENTATIVE WORK ACTIVITIES

Teaching and learning

- Undertake relevant leadership in educational activities
 - Effectively lead programmes and/or modules
 - Develop and deliver high quality teaching across a range of modules and levels.
 - Develop and apply effective teaching methods, materials and assessment techniques, recognising cultural, equality and diversity challenges.
 - Reflect on student feedback, student performance and peer observation in order to enhance modules and teaching.
 - Review and update module content and materials regularly, applying knowledge gained from relevant research and scholarship.
 - Devise, set, mark and assess student coursework and examinations and provide timely and useful feedback to students.
 - Supervise the work of students on projects, dissertations, field trips, or placements.
 - Support and encourage students' academic, personal and professional development, particularly through the academic tutor role.
- Ensure that module design and delivery complies with quality standards and regulations.
 - Actively contribute to meeting the teaching and learning strategy and objectives of the School.
 - Plan and develop high quality contributions to teaching and learning policy and practice within the School.

GRADE 7 TEACHING ROLE PROFILE CONTINUED

Teaching and learning related scholarship/research

- Provide expert advice to staff and students and promote best practice.
- Engage with educational and teaching development issues with relevant committees and working groups across the University.
- Lead the development of education related research proposals and projects as self-contained items or as part of a broader programme.
- Recruit and supervise doctoral students as appropriate
- Collaborate with colleagues within the University and at other institutions to enhance educational knowledge and practice.
- Design and implement teaching resources/methods that add to knowledge and understanding appropriate to the role-holder's disciplinary interests.
- Participate in quality assurance processes both within and beyond the University [for instance, periodic review, external examining, benchmarking and programme validation]
- Undertake and disseminate pedagogic research findings and start to establish a national reputation for the enhancement of teaching and learning.

Recruitment, enterprise and outreach

- Help with the organisation of/ and /or attendance at open and visit days
- Advise on the content of prospectus and recruitment materials
- Work with the admissions office to ensure a high quality applicant experience
- Organise educational seminars, conferences, exhibitions and other events as appropriate.
- Contribute to national committees and/or working groups in an education related capacity.
- Participate in activities that contribute to the widening participation agenda.

Leadership and management

- Take on specific educational leadership roles.
- Contribute to the accreditation of programmes and quality control processes.
- Provide academic leadership/management to those working within subject programme areas as a module convener for a number of modules.
- Participate in University-wide projects or working groups, or be a member of a School board or committee.
- Actively participate in, or co-ordinate, School and University promotion and recruitment initiatives.

GRADE 8 ROLE PROFILE

ROLE SUMMARY

At this level, role holders will be involved in the delivery of a range of teaching activities, using a variety of approaches on courses at both undergraduate and postgraduate level, including doctoral supervision. Role holders will be involved in creating and developing new modules and programmes. They may have achieved, or be working towards, Senior Fellow status of the Higher Education Academy. Research, or scholarship, will be published and advance the state of knowledge in the role holder's discipline. Role holders at this level will be expected to have established a national and/or international reputation within their discipline.

Role holders are not expected to carry out all of the activities described below all of the time. The precise balance of activities will be agreed with the Head of School and/or other relevant line manager and may vary from time to time and over the course of a career.

REPRESENTATIVE WORK ACTIVITIES

Teaching and learning

- Develop and deliver teaching of the highest quality across a range of modules and levels, sometimes for entirely new programmes.
- Take responsibility for overseeing and developing new teaching methods, materials and assessment techniques, recognising cultural, equality and diversity challenges.
- Reflect on student feedback, student performance and peer observation in order to enhance modules and teaching.
- Review and update module content and materials regularly, applying knowledge gained from relevant research and scholarship.
- Set, mark and assess student coursework and examinations and provide timely and useful feedback to students.
- Supervise the work of students on projects/dissertations, field trips, or placements.
- Support and encourage students' academic, personal and professional development, particularly through the personal tutor role.

- Take responsibility for ensuring that module design and delivery comply with quality standards and regulations.
- Actively contribute to the development of the teaching and learning strategy and objectives of the School.
- Deal with student issues such as academic misconduct, fitness to study/practice, student engagement.

Teaching and learning development

- Plan and develop high quality independent, original contributions to teaching and learning policy and practice within the School.
- Undertake and disseminate pedagogic research findings with at least a national reputation for the enhancement of teaching and learning within own subject area.
- Provide expert advice to staff and students, both within the University and externally, and promote best practice.
- Engage with educational and teaching development issues with relevant committees and working groups across the University and with relevant national bodies.
- Identify and obtain sources of funding for educational development projects.

GRADE 8 ROLE PROFILE CONTINUED

Research

- Contribute to the development of research strategies in the School.
- Initiate the development of research proposals and projects as self-contained items or as part of a broader programme.
- Lead and manage independent research projects and act as Principal Investigator/ Project Manager. Supervise the work of extended research teams.
- Gain funding for, recruit and supervise doctoral students.
- Supervise research fellows, support effective career development and promote good practice within the School.
- Manage and lead research teams in the synthesis, analysis and interpretation of research data.
- Secure significant research funding in accordance with the expectations of the discipline.
- Take the lead in writing papers for publication in leading academic journals and other relevant media.
- Disseminate research findings and consolidate international reputation through participation in international conferences, exhibitions etc.
- Design and implement innovative research methodologies that add to knowledge and understanding appropriate to the discipline

- Initiate collaborations with colleagues within the University and at other institutions in the development of original research.
- Provide expert advice to other staff and students within the University and other relevant institutions and domains, including contributions to policy.

Enterprise and outreach

- Develop and manage specific consulting, testing and experimental activities and other specialist services to the requirements of clients and customers external to the University.
- Liaise with, and influence government, industry and other external partners to promote research, solve societal or client problems and develop business opportunities for the University.
- Negotiate contracts with clients.
- Organise seminars, conferences, exhibitions and other events.
- Lead on national committees and/or working groups.
- Be available to provide expert commentary in a variety of media.
- Initiate and manage activities that contribute to the widening participation agenda.

Leadership and management

- Contribute to the effective management and administration of the School or Department by managing significant processes. Take the lead on activities such as: the admissions processes, assessment and exams, quality assurance, REF preparation, international partnerships.
- Contribute to the development of the School, or Faculty, teaching and learning strategy and/or research strategy.
- Take responsibility for the accreditation of programmes and quality control processes.
- Act as an internal and external examiner.
- Co-ordinate the School's activities and submissions for audits, reviews and accreditation/re-accreditation.
- Serve in an academic leadership capacity such as: School Director of Teaching and Learning, School Director of Research, School Director of Postgraduate Research Studies or Head of Department.
- Participate in University-wide projects or working groups or committees.
- Actively participate in, or co-ordinate, School and University promotion and recruitment initiatives such as, Open Days and Visit Days.