**JOB DESCRIPTION**

**Job Title:** Associate Professor(Enterprise Career Pathway)

**Grade:** AC4

**Department:** xxx

**Responsible to:** xxx

**Responsible for:** xxx

**Key Contacts:** xxx

**Standard Occupational Classification (SoC code):** xxx

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**PURPOSE OF ROLE**

To provide leadership of Enterprise activity at Faculty and Department levels and implement strategies and plans to promote enterprise excellence to achieve a complex set of outcomes for academics, students and employers. Income generation is critical as an enabler, as well as the ability to add value to the University’s objectives in relation to enterprise and society engagement activities.

The post holder is expected to have, and maintain strong stakeholder relationships at regional, national and international level, across enterprise and professional disciplines; with a proven track record of enterprise work, including social enterprise and obtaining funding. The post holder will be expected to provide leadership and to set standards of excellence.

*Post holders are expected at this level to build on those at previous levels, to demonstrate emerging leadership in a subject area and local, national and international reputation and impact.*

**KEY ACCOUNTABILITIES**

**Team Specific:**

* Accountability for the integration of enterprise work into published teaching or professional training materials.
* Participate and contribute to the development of novel taught programmes, including CPD and degree apprenticeships, integrating enterprise, innovation or leading the development and delivery of new courses.
* Leading the acquisition and management of substantial enterprise resources.
* Enterprise Leadership at Department and Faculty level including the implementation of strategy, policy and plans that promote enterprise excellence.
* Participation in developing the academic or professional discipline.
* Development, mentor and leading of significant research & enterprise groups including research students and possibly research assistants/fellows or external facing staff, and possibly early career academics.
* Development and leadership of enterprise or innovation activities with internal and external partners.

**Generic:**

* Clear recognition and esteem as a leading figure by the international academic or professional community in their specific subject.
* Have overall accountability for the acquisition and management of external enterprise resources.
* Integration enterprise and scholarship into published teaching or training materials.
* Maintain high professional standing in their discipline and to develop further their own scholarly profile, including a program of high quality scholarship, disseminated primarily in professional refereed journals.
* Efficiently implement approved policies, guidelines and standard operating procedures in relation to own academic duties.
* Maintain an overview of the welfare, progression, examination and assessment of allocated students.
* To keep abreast of development within the disciplines in the work area and seek continuous improvement of own professional practice.
* Undertake other such duties as may from time to time be directed by the Head of Department and PVC.

**Managing Self:**

* Develop expertise in research led teaching with an increasing degree of autonomy.
* Keep abreast of developments within the field and seek continuous improvement of own professional practice.
* Actively participate in established professional development framework activities.
* Behave in a manner which reflects the University values and creates a positive environment for work and study.
* Maintain a high standard of student engagement and satisfaction.
* Seek to maximise the learning outcomes of students.

**Core Requirements:**

* Adhere to and promote the University’s policies on Equality, Diversity and Inclusion and Information Security.
* Ensure compliance with Health & Safety and Data Protection Legislation.
* Support and promote the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
* Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade (Any other duties commensurate with the post and grade as agreed with the PVC of the Faculty and the Deputy Vice-Chancellor).

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the [Name of service area] delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of Department and PVC as part of the post holder’s annual Appraisal and Professional Development Review and with due regard to the University’s KPIs.

**KEY RELATIONSHIPS (Internal & External):**

xxx

 **PERSON SPECIFICATION**

**EXPERIENCE:**

**Essential Criteria**

* Thorough understanding of HE in the UK and in a business enterprise role**.**
* Good knowledge of key policy issues at institutional, national and sector-wide level**.**
* Proven track record of successful supervision of enterprise activities of students at various levels.
* Proven track record of delivering a sustained body of impacts or outcomes with demonstrable benefits to businesses, the public sector or society in general at the highest levels of international excellence in terms of reach and significance.
* Publishing outputs or reports in media appropriate for the subject or profession, which demonstrate national levels of excellence.
* Proven track record winning external funding bids.
* Proven track record of leading research or professional teams and successful supervision of PhD students.
* Proven track record of implementing research or enterprise strategies and policies.
* Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at national and regional levels.
* Experience of strategic planning and managerial leadership.
* Working knowledge of quality assurance/ enhancement and academic standards.
* Experience of influencing academics, researchers and employers.

**Desirable Criteria**

* + - Management of enterprise and research projects.

**SKILLS:**

**Essential Criteria**

* + Good knowledge of the mechanisms for Higher Education funding**.**
	+ Well-developed organisational and management skills.
	+ Able to develop and implement staff training.
	+ Well-developed interpersonal skills and ability to motivate others.
	+ Excellent written and oral communication skills.
	+ Commitment to the promotion of high standards and excellence.
	+ Ability to think strategically.
	+ Capacity to listen and consult, good negotiation skills.
	+ Capacity to make informed decisions.
	+ Ability to work effectively and deliver under pressure.
	+ Able to use IT effectively.
	+ Well-developed project management skills.

**Desirable Criteria**

* N/A

**QUALIFICATIONS:**

**Essential Criteria**

* PhD degree in a relevant subject.
* Postgraduate teaching qualification.
* Minimum of Associate Fellow of HEA or significant teaching experience.
* Professional qualification appropriate for the subject.

**Desirable Criteria**

* Introduction to Project Management.

**PERSONAL ATTRIBUTES:**

**Essential Criteria**

* We are looking for people who can help us deliver the [values](https://docs.gre.ac.uk/rep/communications-and-recruitment/this-is-our-time-university-of-greenwich-strategy-2030) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

* N/A