

## **Role Profile: Grade H: Associate Professor**

For academic staff promoted to this grade through the Education and Research job family, this role profile builds on the level of competence and responsibility required of grade G in the Education and Research job family.

For academic staff promoted to this grade through the Education and Scholarship job family, this role profile builds on the level of competence and responsibility required of grade G in the Education and Scholarship job family.

For academic staff promoted to this grade through the Research job family, this role profile builds on the level of competence and responsibility required of grade G in the Research job family.

This role profile indicates the expectations and responsibilities of staff at this level at the University of Exeter, from either promotion route. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and that you may be directed to concentrate on particular areas according to the job specification and your originating job family, with reasonable notification and support.

This does not mean 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, although it does mean that the University can expect/require a member of staff at that level to do any of these 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 period following promotion.

The competences in the appropriate originating grade G job family 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. In some roles and disciplines, some of the activities detailed below will be essential requirements of the role.

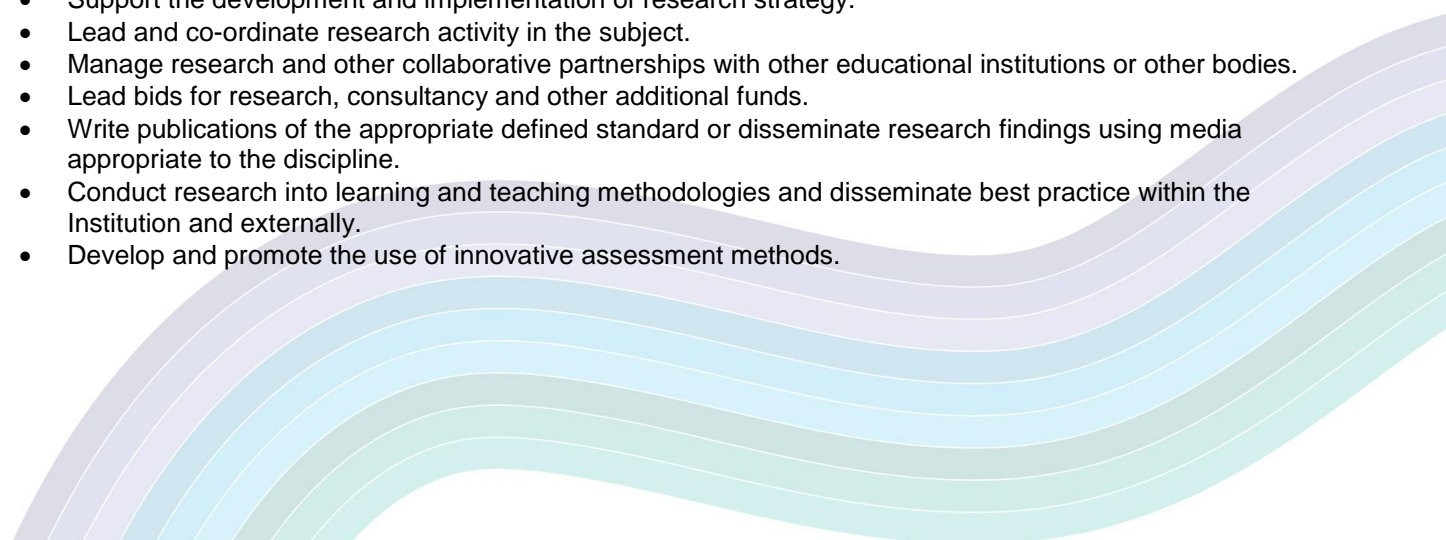
### **Teaching and learning support**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Oversee the design and development of the overall curriculum.
- Design, develop and deliver a range of programmes of study at various levels.
- Lead the development and clarification of academic standards and quality for the subject area
- Lead the development and implementation of teaching and learning strategy.
- Make a significant contribution to the development of academic policies across the Institution.

### **Research and scholarship**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Support the development and implementation of research strategy.
  - Lead and co-ordinate research activity in the subject.
  - Manage research and other collaborative partnerships with other educational institutions or other bodies.
  - Lead bids for research, consultancy and other additional funds.
  - Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
  - Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
  - Develop and promote the use of innovative assessment methods.
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### Communication

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Be routinely involved in complex and important negotiations internally and with external bodies, particularly in relation to research, research funding and consultancy.

### Liaison and networking

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Chair College committees.
- Participate in Institutional decision making and governance.
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Participate in internal and external networks in relation to research and research funding. Teaching and teaching funding, and consultancy.
- Promote and market the work of the College in the subject area both nationally and internationally.
- Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

### Managing people

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Exercise academic leadership for all subject area activities - teaching and/or research, as appropriate.
- Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
- Ensure that staff are suitably qualified to work within their own area.
- Appraise and advise staff on personal and career development plans.
- Mentor research activity within the discipline/College (eg as Director of Research).

### Teamwork

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Develop and communicate a clear vision of the unit's strategic direction.
- Ensure the enactment of Institutional strategic plans.
- Promote a collegiate approach and develop team spirit and team coherence.
- Foster inter-disciplinary team working.

### Pastoral care

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Be responsible for the initial resolution of team and (where applicable) student issues within standard procedures.
- Exercise overall responsibility for welfare of staff drawing on specialist advice and support as required.

- Ensure that an appropriate framework is developed and used for pastoral care issues.

### **Initiative, problem solving and decision-making**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Determine the allocation of resources within own area of responsibility.
- Be party to strategic decisions at Institutional level through participation in Institutional Committees etc.
- Lead the development of new and creative approaches in responding to research challenges.
- Lead the development of new and creative approaches in responding to teaching and learning challenges.
- Initiate new and original solutions to problems.
- Provide advice to external bodies.

### **Planning and managing resources**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Take overall responsibility for the organising and deployment of resources within own areas of responsibility.
- Contribute to Institutional planning and strategic development.
- Plan and implement research projects and monitor progress to ensure the achievement of financial and research objectives.

### **Sensory, physical and emotional demands**

Like all the elements, this builds on the demands in the profiles at lower levels. In this case there is no additional demand from Grade G level.

### **Work environment**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

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

### **Expertise**

Taking account of the job specification and the originating job family, appointments at this level may be required to undertake some of the following responsibilities:

- Be a leading authority in the subject with an 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.
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