

Job Description for Assistant Professor in Entrepreneurship and Innovation

Job Title	Assistant Professor in Entrepreneurship and Innovation
Department	WBS
Grade	7

Job Description	
Job purpose (a brief summary of the role)	To publish research of international excellence, and teach on the range of high quality programmes offered by the School at undergraduate, specialised masters, doctoral and MBA levels.
Duties and responsibilities	<p>Research and Scholarship</p> <ul style="list-style-type: none"> • Carry out independent research. • Contribute to the research activities of the department by developing your own research programme, planning and co-ordinating a broad research activity or programme, sustaining an extensive track record of published research findings, maintaining an expert reputation in own subject area at least at national, and usually international level. • Contribute to the development of research strategies for the department. • Publish research outcomes in appropriate refereed journals of international standing, and publish and disseminate the results of research and scholarship in other outlets. • Engage in external academic activities in accordance with the department's research strategy and which enhance the School's national/international research profile. Such activities may include, for example, delivery of research papers at conferences, membership of committees of academic bodies, external examining, participation in knowledge transfer, development of industrial links and other related activities, and journal editorships. • Encourage and work with other members of the Group/University on joint research activities (where appropriate) and contribute to relevant research seminars. • Provide leadership in the relevant subject area. • Apply for, negotiate and manage research funds to the benefit of the individual's or others' research activity and the research standing of the University as measured by, for example, the REF. • Act as principal investigator and project leader. • Manage research projects. • Publication record in line with qualifying for an REF 4* or equivalent rating. • Contribute to successful research grant applications to support research projects <p>Teaching and Learning Support</p> <ul style="list-style-type: none"> • Engage in teaching at all levels using relevant teaching methods, e.g. lectures, seminars, tutorials, etc, working as part of the teaching team. Please note that teaching on certain postgraduate programmes takes place outside of normal University terms and during some evenings. • Maintain a broad knowledge of up to date research and scholarship in relevant fields to ensure

that teaching meets the standard expected within a research-led University.

- Support and comply with the University and departmental teaching quality assurance standards and procedures, including the provision of such information as required by the School or University.
- Develop and apply appropriate teaching techniques and materials, (novel or innovative), which create interest, understanding and enthusiasm amongst students. This will include contribution to regular reflection on the enhancement of departmental curricula.
- Undertake curriculum and course design and deliver material across a range of programmes of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required.
- Supervise research students subject to the usual University criteria, including where appropriate joint supervision.
- Supervise undergraduate, postgraduate and MBA student projects, dissertations and, where appropriate, placements and field trips.
- Take responsibility for academic duties (i.e. setting examination questions, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching.
- Co-ordinate and undertake pastoral support for students within the programme, course or modules for which the post holder is responsible, liaising where necessary with other University agencies such as the Senior Tutor's Office.

Administration and Other Activities

- Contribute to the efficient management and administration of the department by performing administrative/departmental duties as allocated by the Dean or Head of Group.
- Act as a personal tutor for a mix of undergraduate and postgraduate students, liaising where necessary with other University agencies such as the Personal Tutor's office.
- Provide 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.
- Contribute to the management or monitoring of budgets (either project-based or departmental) and/or to the establishment and management of programme/departmental financial plans and budgets, in collaboration as appropriate.

The duties and responsibilities outlined are not intended to be an exhaustive list, but provide guidance on the main aspects of the job. You will be required to be flexible in your duties, and to ensure compliance with health and safety and equal opportunities in all aspects of work.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Honours degree (2.1 or above) or equivalent qualification.	A
E2	PhD or equivalent in a relevant field (or near completion).	A
E3	Ability to initiate, develop and deliver high quality research and to publish in appropriate leading journals.	A,C & D
E4	Evidence of ability in teaching e.g. able to use a range of delivery techniques to engage the interest and enthusiasm of students and inspire them to learn.	A,C & D
E5	Ability to initiate development in the curriculum and to take responsibility for the effective and efficient delivery of teaching programmes, developing the curriculum and appropriate assessment techniques.	A,C & D
E6	Understanding of equal opportunity issues as they may impact on areas of teaching.	A,C & D
E7	Engaged in continuous professional development.	A,C & D
E8	Ability to perform to required deadlines and to initiate, plan, organise and deliver programmes of work.	A,C & D
E9	Willingness and ability to contribute as a good citizen and to undertake relevant administrative and managerial duties.	A,C & D
E10	Good interpersonal skills and ability to relate well to colleagues and different kinds of students.	A,C & D
E11	Effective communication (oral and written) skills, presentation and training skills.	A,C & D
E12	Ability to work independently and as part of a team on research and teaching programmes.	A,C & D
E13	Competence in IT and familiarity with a computerised environment.	A,C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Ability to generate external funding and lead research projects.	A,C & D
D2	Evidence of outreach and public engagement activity and the ability to generate impact.	A,C & D