

### Job Description for Assistant Professor

Job Title	Assistant Professor x2 (Mathematics 72571   Life Sciences 109518)
Department	School of Life Sciences & Maths
Grade	FA7

Job Purpose	You will undertake research, teaching, collaboration, administration and other activities in order to develop your own career and to support the School of Life Sciences and the Warwick Mathematics Institute in continuing to develop and enhance its reputation, both within the University and worldwide
Duties Responsibilities	<p><b>Research, Scholarship and Impact</b></p> <ul style="list-style-type: none"> <li>• Contribute to research activities by developing and sustaining your own independent research programme, planning and coordinating research activities and collaborations to develop an expert reputation in your own subject area, within the broad remit of mathematical biology.</li> <li>• Publish and disseminate research outcomes and results in appropriate refereed journals of international standing, as well as through other outlets.</li> <li>• Collaborate with colleagues and support existing and developing relationships with a range of external partners.</li> <li>• Contribute to the development of research impact through, for example, entrepreneurship and research programmes with commercial partners and other organisations.</li> <li>• Apply for, negotiate and manage research funds to the benefit of your research activity and the research standing of the University as measured by, for example, the REF.</li> <li>• Manage and help develop the skills of research staff, students, technical and other support staff engaged in research.</li> <li>• Engage in external academic activities in accordance with the departments' research strategy and enhance their national/international research profile. Activities include delivery of research papers at conferences, membership of committees of academic bodies, external examining, participation in knowledge transfer, development of industrial links, and journal editorships.</li> </ul> <p><b>Teaching and Learning Support</b></p> <ul style="list-style-type: none"> <li>• Engage in teaching at all levels using relevant teaching methods, e.g. lectures, seminars, tutorials, practicals, outreach etc.</li> <li>• Develop and apply appropriate teaching techniques and materials, which may be novel or innovative, which create interest, understanding and enthusiasm amongst students.</li> <li>• Undertake curriculum review and 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.</li> <li>• Supervise research students (PhD, MPhil, MRes, MBio).</li> <li>• Supervise undergraduate student projects and, where appropriate, placements and field trips.</li> <li>• Take responsibility for academic duties (i.e. setting examination questions, marking, invigilation and pastoral support of students) to sustain the delivery of high-quality teaching.</li> <li>• 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 Wellbeing Support Services.</li> </ul>

- Provide first line support for colleagues, referring them to sources of further help if required.

#### **Administration and Other Activities**

- Contribute to the efficient management and administration of both departments by performing administrative duties as allocated by the Head of School/Head of Department and by taking on appropriate academic responsibilities. Such duties may include, for example, Course Directorship, Admissions, Outreach Officer or research cluster leadership.
- 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 development of teams and individuals through the appraisal system and by providing advice on personal development.
- Act as a personal mentor to peers and colleagues.
- Contribute to the management or monitoring of budgets and/or contribute to the establishment and management of 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. The postholder will be required to be flexible in their duties.

### 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	Good honours degree and a PhD or equivalent qualification and appropriate professional experience.	A
E2	Proven ability in research/scholarship with excellence in published work at an international level in relevant fields.	A,C & D
E3	Potential ability to lead or contribute to winning research grants.	A & C
E4	Understanding/willingness to understand and respect equal opportunity issues as they may impact on all areas of the job.	A & C
E5	Engagement in continuous professional development.	A & C
E6	Ability to work independently and as part of a team on research and teaching programmes.	A & C
E7	Good effective communication (oral and written), presentation and training skills.	A,C & D
E8	Effective people management skills, with the potential ability to create a culture of collegiality and continuous improvement to forge and maintain effective professional relationships with staff, senior management and external stakeholders at all levels.	C
E9	Potential ability to engage with commercial or policy sectors, such as industry-funded research, consultancy and/or commercialisation of own research.	A & C
E10	Proven ability in teaching, e.g. successful completion of relevant teaching qualification/training, and enthusiasm for/ability to use a range of delivery techniques to engage and inspire students to learn.	A,C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Good understanding of the operation and role of the UK science base and funding mechanisms; awareness of international context of science funding and collaborations.	A,C & D