



JOB DESCRIPTION

Job Title:	Professor
Department / Unit:	Computer Science
Job type	Full time, Permanent - Academic
Grade:	Professorial Pay Banding
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>Professors are expected to show the highest academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained and exceptional performance in research. They will demonstrate academic leadership in both teaching and research, and contribute to the management and strategic planning processes of the Department and the University.</p> <p>The key objectives and principal accountabilities for a professor are as follows.</p> <ul style="list-style-type: none">• To engage in high-quality research activity, leading major research projects; to consistently secure research funding and/or third-stream income at levels appropriate to their discipline; and to play a key role in the development and implementation of the departmental, School and University research strategy.• To provide academic leadership in the design and delivery of high quality, appropriate and innovative teaching programmes. This may include distance learning programmes.• To provide guidance, support and mentoring to more junior members of staff working in the same or cognate areas.• To play a key role in supporting the leadership and management activities of the department and University, and to undertake a significant departmental leadership role if required.• To play a key role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector).	

Key Tasks

Education

- Design, develop and deliver the curricula at all levels, which may include distance-learning, utilising their own expertise and research to inform design and delivery.
- Teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching.
- Design and deliver pedagogically sound and, where appropriate, innovative approaches to educational delivery, working with others to create a successful learning environment for students.
- Actively maintain an understanding of appropriate pedagogies in the subject area.
- Provide academic leadership and inspiration to those teaching within the subject area.
- Supervise and examine the work of research students and externally-funded post-doctoral staff.
- Supervise the activities of students, including field trips / placements where appropriate.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- To adopt an approachable and accessible attitude towards students, offering office hours, informal advice, etc.
- To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.

Research, Scholarship and Enterprise

- Lead and co-ordinate research activity in own subject, defining research objectives and questions and developing ideas for application of research outcomes.
- Play a major role in the development and implementation of the University and department's research strategies.
- Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.
- Act as Principal Investigator on major research projects. This may involve leading and line managing the staff including their recruitment, probation, mentoring, performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.
- Produce high-quality research outputs that are world-leading in the field, for publication in monographs or journals that lead to performance/ exhibition, as appropriate to the discipline, and which can also make a significant contribution to the Department's REF (or equivalent) submission.
- Make presentations at national and international conferences or exhibit work in other appropriate events of a similar standing, and play a lead role in identifying ways to disseminate research outputs via the internet and the media.
- Play a lead role in identifying opportunities for strategic development of new projects or appropriate areas of activity and ensuring their development.
- Play a lead role in identifying sources of funding and secure and/or contribute to the process of securing bids, both individually and in collaboration with others.

- Play a lead role in identifying opportunities for enterprise activity, knowledge exchange, income generation and/or consultancy, where it is of manifest benefit to the University.
- Develop successful links with external contacts such as other educational and research bodies, learned societies, employers, professional bodies and other providers of funding and opportunities to foster collaboration and generate income, and to influence the external research and policy agenda.
- Provide academic leadership and inspiration to those working within own research area, and foster interdisciplinary team-working.
- Develop and maintain an independent research reputation by, for example, serving on peer review committees, or acting as a referee for journal articles or research grant applications.
- Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the department, share information and ideas, and promote the subject and the University, both nationally and internationally.
- Contribute to mentoring, peer assessment and to act as a referee for colleagues.
- Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area.
- To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.

Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and its external promotion.
- Attend and actively contribute to departmental and University meetings.
- Contribute to the overall leadership and management of the department in areas such as budget management and business planning.
- Contribute to department and University strategic planning.
- Promote a collegiate approach and develop team spirit and coherence.
- Assist with student recruitment and student placements.
- Co-ordinate and engage in departmental activities such as attendance at open days, applicant visitor days, taster days and science festivals.
- Participate with departmental or University working groups as required.
- Chair departmental or University committees, and participate in University decision-making and governance.
- Provide support and guidance to less experienced colleagues, and conduct Performance and Development Reviews, if required.
- Mentor staff within the department, or where appropriate outside it, providing advice on personal and career development plans, and assisting them in identifying and securing career development opportunities, especially those staff in related or cognate research areas.
- Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.
- Application of knowledge benefiting industry, public policy, society, government and culture through such activities as consultancy, invention disclosures, assertion and licensing of intellectual property, directorship of spin-out companies of benefit to the University and public engagement through the media.
- To encourage and enable the transfer and application of knowledge to the benefit of society through activities such as industry sponsored research, knowledge transfer partnerships, and industrial secondments.
- To generate third stream income where this is of tangible benefit to the University.

- Develop networks both internal and external to the University to develop research and teaching profile and funding opportunities individually and for the department, University and field of research (i.e. educational bodies, specific research networks, professional bodies).
- Engage and maintain continuous professional development.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Internal: Colleagues in the department and the University. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Executive Dean of School, members of the Senior Leadership Team and members of department and University Professional Services Teams.

External: National and international research colleagues and networks, schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils. To play a key role in external engagement by contributing to professional bodies, learned societies, University partnerships, national or international bodies, opportunities for student placement and employment.

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Professor

DEPARTMENT: Computer Science

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation)
QUALIFICATIONS AND TRAINING		
Educated to PhD level (or equivalent), in a relevant field.	E	Application Form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	D	
RESEARCH EXPERIENCE		
Excellent record of recent high-quality publications in journals, press and other outlets consistent with REF quality targets.	E	Application Form/Interview
Successful and sustained track record of generating research income that is notable in terms of size and scope as appropriate to the discipline.	E	Application Form/Interview
Demonstrable high quality research potential with a clear future research strategy.	E	Application Form/Interview
Record of demonstrable industrial engagement and impact, with a clear future impact strategy.	D	Application Form/Interview
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Substantial experience of high-quality teaching at undergraduate and/or postgraduate level in Computer Science.	E	Application Form/Interview
Ability to supervise Computer Science projects in a broad range of topics both at undergraduate and/or postgraduate level.	E	Interview
Experience of managing own teaching, research and administrative activities as commensurate with career stage and background.	E	Application Form
Leadership and organisational skills to deliver management and administrative responsibilities implementing University, School and Department strategies, support the academic mission or to develop projects.	E	Application Form/Interview
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	Application Form/Interview

PERSONAL AND INTERPERSONAL QUALITIES		
Evidence of having built, and continuing to build, networks and relationships at a national or international level, with individuals and agencies.	E	Application Form/Interview
Ability to motivate and encourage staff to deliver high levels of performance.	E	Interview
Successful development of relationships with external individuals and agencies.	E	Interview
Experience of effective leadership and teamworking.	E	Interview
Excellent interpersonal skills, with the proven ability to teach and engage with students using a variety of different methods.	E	Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	E	Interview
CAPACITY FOR CAREER DEVELOPMENT		
A commitment to continuous personal development	E	Interview
OTHER REQUIREMENTS		
Demonstrable commitment to equality, diversity and inclusion.	E	Interview