

JOB DESCRIPTION

Job Title:	Associate Professor in Accounting
Department / Unit:	Royal Holloway Business School
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>To provide academic leadership in both teaching and research, with a sustained contribution to the field and discipline at national and international level. The post holder will support the management and strategic planning processes of the department and the University.</p> <p>The key objectives and principal accountabilities for an Associate Professor are as follows:</p> <ul style="list-style-type: none"> • To design and deliver high-quality teaching programmes. • To engage in high-quality research activity, leading research projects or research initiatives in the department and school, including high quality publications to be submitted to the Research Excellence Framework (REF), or equivalent. Role holders will be expected to secure research funding, third-stream income as appropriate, and contribute to the School's and University's interdisciplinary research strategy. • To support the management activities of the department, and undertake a key role in department, School or University working groups or committees, as required. 	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • Lead the design, development and delivery of a range of innovative courses of study at all levels, to include the regular review of courses and modules to ensure excellence and coherence. • Design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. • Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs using inclusive and experiential approaches that encourage creativity and problem-solving of current social and environmental challenges. • Supervise activities supporting teaching delivery including field trips/placements, undertaking assessments ensuring that constructive feedback is provided to allow for development. 	

- Provide academic leadership to those working within course areas, e.g. as a module leader, to include co-ordinating the work of others to ensure that courses are delivered effectively and/or organising the work of a team by agreeing objectives and work plans.
- Lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.
- Act as Personal Tutor ensuring appropriate support and advice is provided.
- Undertake and complete administrative duties required in the professional delivery of teaching.

Research

- Be an externally recognised authority in the subject area with an international reputation.
- Produce high quality research outputs, for publication in recognised high quality journals or other significant outlets, such as monographs, and contribute to the department's REF submission to a significant level.
- Develop and submit research funding proposals to appropriate funding bodies as appropriate, working with colleagues within and outside the discipline where appropriate.
- Enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.
- Effectively present research findings to a wide range of stakeholders both internal and external to the University through conferences, review meetings and other options as appropriate.
- Develop links with external contacts such as other educational bodies, businesses, the public sector, and professional bodies, to foster collaboration and generate income.
- Undertake and contribute to peer assessment as appropriate.
- Supervise PhD studentships as requested.

Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental, School and University meetings as appropriate.
- To assist with student recruitment as appropriate.
- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to School and University strategic planning processes.
- To act as external examiner for other institutions by agreement with the Head of Department
- To advise and provide support to less experienced colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To lead and 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, and professional bodies.
- To 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, Vice Deans (Education & Student Experience; Research & Knowledge Exchange; Equality, Diversity & Inclusion), various academic Directors, Exams Officers, School Manager, Executive Dean, 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.

PERSON SPECIFICATION

POST TITLE: Associate Professor in Accounting (Teaching and Research)		
DEPARTMENT: Accounting and Financial Management		
CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to PhD level (or equivalent) in a relevant field.	E	CV/ Application form
Membership of a relevant professional body	D	CV/ Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	D	CV/Application form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Established record of high-quality publications in journals, press and other outlets.	E	Application form/Interview/ Presentation
Successful track record of attracting grant income and other financing for research.	E	Application form/Interview
Successful development of relationships with external individuals and agencies for knowledge exchange	E	Application form/Interview
Experience of high-quality teaching at undergraduate and/or postgraduate level in management accounting	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
Effective team working skills and excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods with creativity and inclusivity.	E	Application form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	E	Application form/Interview
Organisational skills to manage own teaching and research and deliver management and administrative responsibilities implementing	E	Application form/ Presentation/Interview

University and School strategies, support the academic mission of the institution.		
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues, and external audiences.	E	Presentation/Interview
Demonstrable commitment to equality, diversity, and inclusion.	E	
CAPACITY FOR CAREER DEVELOPMENT		
A commitment to continuous personal development.	E	Interview