



Job Description

Job Title:	Associate Professor
Pathway:	Professional Practice
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Purpose of the Post	
<p>To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. To contribute to the University's Public Engagement strategy, including initiating and managing partnerships and projects within the area and to provide staff and students opportunities to develop their understanding of public engagement.</p> <p>The post-holder is responsible for:</p> <ul style="list-style-type: none"> • Championing a culture of Public Engagement across the Faculty and University, encouraging reciprocity, dialogue and knowledge exchange in research orientated PE and utilising PE to showcase excellence in teaching and unique student experiences at Royal Holloway. • Identifying, developing and then managing Public Engagement focused partnerships with external organisations. • Increasing the volume and broadening the base of external funding to support Public Engagement. • Providing opportunities for students to undertake Public Engagement and to gain skills in the area through teaching and placement opportunities. 	
Key Tasks	
Teaching, Learning & Student Support	
<ul style="list-style-type: none"> • Lead on the development of the curriculum in line with accreditation and University standards. • Lead on the development of course assessments, mark schedules, marking criteria, moderation of marking and student feedback in line with accreditation and University standards • Ensure alignment of programme aims and learning outcomes with the occupational duties and associated knowledge, skills and behaviours as specified in the apprenticeship standards. • Design and deliver high-quality teaching, working with others as appropriate to create a successful learning environment for students, in-person and remotely. • Engage with up-to-date literature and expertise in their professional field. • Engage in teaching initiatives, whether internally or externally. • Supervise trainee research projects. 	

- Undertake activities supporting teaching delivery including undertaking assessments ensuring that constructive feedback is provided to foster development.

Professional Practice

- Work in conjunction with other University directorate to develop and promote the University's Public Engagement Strategy, aligned to the University's strategic aims, values and commitment to the NCCPE Public Engagement manifesto.
- Devise and develop opportunities for Public Engagement collaborations and partnerships with key national institutions, including further developing links with exam boards, the UK Parliament and Supreme Court, The National Archives, and others.
- Aligning PE activity to complement areas of strategic interest such as Digital and Creative Economies; Citizens and Civil Society; Culture and Heritage; and Health and Wellbeing.
- Lead or advise interdisciplinary project teams to devise, develop and deliver impactful Public Engagement projects (again aligning with areas of strategic interest) and leading the development of funding bids and external partnerships to support this activity where appropriate.
- Lead the development of PE training opportunities for staff within XXXX in collaboration with Research and Innovation and the NCCPE.
- Strengthening research funding bids through collaborations with colleagues and by providing advice, including advising the Faculty's Research and Knowledge Exchange committee on ways to enhance 'pathways to impact'.
- Utilise successful Public Engagement projects for case studies to promote and showcase, internally and externally, best PE practice.
- Develop and manage a suite of channels to support and focus Public Engagement, including but not limited to better utilising the potential of platforms and tools such as YouTube, FutureLearn (MOOCs), podcasts, and blogs, (targeted, wherever possible, to support student recruitment).
- Identify, develop and then manage opportunities for students to participate in the delivery of PE projects and activities as volunteers and paid interns with a view to enriching the student experience and enhancing student employability.
- To make public engagement opportunities open to students via formal teaching and placement options, including the development of modules and placement activities.
- To support the Dean of Faculty and colleagues in reviewing potential Impact Case Studies at all points in the cycle.
- To participate in relevant Faculty working groups, including but not limited to E-Learning and Heritage.
- To undertake tasks as required by the Faculty of XXXX which contribute to the wider Faculty, for example, participating in Open Days, serving on committees.

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 and University meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to 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 experience 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 build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- To participate and where appropriate lead external networks, for example on student recruitment, be active in learned societies and/or professional bodies, undertake external examining or work with exam boards secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- 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.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

Job Title: Associate Professor

Department:

Criteria	Essential	Desirable
Qualifications and Training		
Educated to PhD level or have relevant equivalent professional experience.	X	
Fellowship of the Higher Education Academy or equivalent.	X	
Specific Skills, Experience and Knowledge		
Experience of devising, securing funding for and managing large scale public engagement activities and projects, ideally at a Higher Education institution.	X	
Experience of designing courses and or delivering courses with an emphasis on public engagement and or which are aimed at the wider public.		X
Experience of supporting others in the development and delivery of public engagement and Impact activities.		X
Experience of brokering and managing partnerships.	X	
Experience of brokering and managing partnerships with or among national institutions.		X
Experience of creating innovative ways of engaging students.	X	
Experience of managing the production of digital tools for public engagement, such as video, podcasts and or MOOCs.	X	
A track record of generating income and experience of managing large budgets.	X	
Personal and Interpersonal Qualities		
Excellent communication and presentation skills, with proven ability to communicate effectively with students, colleagues and to external audiences.	X	
Experience of effective team working.	X	
Experience of building and leading teams of people.	X	
Experience of managing complex stakeholder relationships.		X
Excellent interpersonal skills, with proven ability to lead students and colleagues using a variety of different methods.	X	
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	X	
Commitment to the aims, objectives, and broader activities within the department.	X	

