

Academic Role Profile 4 Standard

<p>This is the grade for those staff with significant academic management responsibilities. The main focus of most roleholders in this grade will be to take responsibility for the academic management of a significant subject area or its equivalent, ensuring delivery complies with quality standards and overseeing the development of both existing and new curricula. Roleholders in this grade may be required to distribute Resources to meet immediate needs.</p>	
<p><i>Teaching and learning support</i></p>	<p>Responsibility for ensuring that curriculum design, delivery and assessment within a subject area comply with quality standards and regulations of the University.</p>
<p><i>Research and Scholarship</i></p>	<p>Engage in scholarship and research as required to support role. Conduct individual or collaborative scholarship/research projects. Identify sources of funding and contribute to the process of securing funds for own scholarship/research activities. Extend, transform and apply knowledge acquired from scholarship/research to teaching and/or appropriate external activities. Develop and produce learning materials and disseminate the results of research and scholarly activity.</p>
<p><i>Communication</i></p>	<p>Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.</p>
<p><i>Liaison and networking</i></p>	<p>Responsibility for representing a significant area of work in internal networks, for example School Board or Modular Scheme Committee. Responsibility for developing external networks for quality assurance in subject area, for example external examiners and other assessors or advisers. Develop links with external contacts such as other educational bodies, employers, and professional bodies to promote and develop the subject area.</p>

<i>Managing people</i>	<p>Provide academic leadership to those working within a significant area of work (eg a large subject area), for example, agreeing work plans to ensure that programmes are delivered effectively or organising the work of a team by agreeing objectives and work plans.</p> <p>Appraise and advise staff on personal and career development plans, where appropriate.</p> <p>Responsibility for resolving problems affecting the quality of programme delivery and student progress within subject area.</p>
<i>Teamwork</i>	<p>Lead subject teams within areas of responsibility.</p> <p>Ensure that subject teams work together.</p> <p>Act to resolve conflicts within and between teams.</p>
<i>Pastoral care</i>	<p>Responsible for dealing with referred issues for students within own subject area.</p>
<i>Initiative, problem-solving and decision-making</i>	<p>Responsibility for resolving problems affecting the delivery of courses within own subject area and in accordance with regulations.</p> <p>Make decisions regarding the operational aspects of own subject area.</p> <p>Contribute to decisions which have an impact on other subjects and programmes.</p> <p>Monitor student progress and retention.</p> <p>Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.</p>
<i>Planning and managing Resources</i>	<p>Responsible for the delivery of programmes in own subject area.</p> <p>Responsible for quality and other external assessments of a significant area of work.</p>
<i>Sensory, physical and emotional demands</i>	<p>Balance the pressures of teaching, research/scholarship and administrative demands and competing deadlines.</p>
<i>Work environment</i>	<p>Depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.</p>
<i>Expertise</i>	<p>Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.</p> <p>Use a range of delivery techniques to enthuse and engage students.</p>