



Job Description & Person Specification	
Post title: Professor and Associate Dean for Research	Post No: 550268
School or Department: Animal, Rural and Environmental Sciences	Date created: December 2023
Grade: Academic Head (£90,652 - £98,001 p.a.)	Hours per week: 37
Fixed term end date (if applicable):	
Other requirements of the role:	
Immediate line manager: Executive Dean of School.	
Title & Grade of posts line managed by postholder: School Director of Doctoral Programmes Research Group/Centre Directors School Commercial Manager Any additional research staff as deemed appropriate by the Dean	

Job Purpose:

- Provide strategic and operational leadership support to the Executive Dean of School on the development, implementation and monitoring of the School Research and Innovation Strategy and Plan, and the enhancement of the quality of the schools research environment, income, output and impact.
- To work with the Deputy Vice-Chancellor for Research and Innovation, the Director of the Research Office, the other Associate Deans for Research as required to ensure that the ambitions associated with the Valuing Ideas theme of the NTU Strategic Plan are fully realised.
- Be an active and engaged member of the School’s leadership team, working closely with colleagues within the School and across the University to deliver the NTU Strategic Plan and the School’s objectives and ensure the alignment of learning and teaching, research, international and other key agendas.

Principal Duties and Responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holders line manager. It is proposed the role would be Professor (60%) and Associate Dean for Research (40%).

- 1) To lead on the development, implementation and monitoring of the School Research Strategy and Annual Plan, including overseeing the use of School QR funds to support the Plan. To report formally annually to the Executive Dean of School and the Deputy Vice-Chancellor for Research on progress towards its delivery.
- 2) To carry out research at Professorial level that is internationally leading in terms of originality, significance and rigour in one of the key areas of strength within the school.
- 3) To lead the schools REF planning, policy implementation and monitoring.

- 4) To work closely with the NTU Research Grant Capture Team and Knowledge Exchange and Impact Officers to identify funding and knowledge exchange and impact opportunities.
- 5) To lead, coordinate and provide support for the role holders who undertake REF Unit of Assessment Coordinator responsibilities in the School as they work to ensure the optimisation of performance on any future assessment of research excellence. To ensure that there is full and effective engagement with the REF preparation activities as determined by the NTU REF Planning Group.
- 6) To manage the work of the School Postgraduate Research Tutor in support of the realisation of the relevant aims of the School Research Plan and the relevant actions of the NTU Strategic Plan.
- 7) To be a leading member of the School Executive Team, and relevant sub-committees and other University level research structures. To chair the School Research Committee and represent the School on the University Research Committee, as required.
- 8) To capture detailed information of all the research activities undertaken in the school and to ensure the effective utilising of this information for plan, monitoring, enhancement of research environment, capacity, capability, income, output and impact.
- 9) Work with the School Executive and contribute to the determination, agreement and management of delegated budgets for; staff, revenue, staff development and travel, 3rd stream income, research (including REF), and commercial.
- 10) To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students.
- 11) To stimulate and help build capacity for high quality research activity across the School ensuring a Personal Research Plan is wholly integrated with the annual appraisal cycle for all relevant academic staff.
- 12) Working closely with the Director of the NTU Research Office and the Deputy Vice-Chancellor for Research and Innovation to develop opportunities for and encourage academics to engage in multi-disciplinary research within the School and, more broadly, across the University and externally with other organisations.
- 13) To take principal responsibility for the organisation of an active research environment in the School which engages students and staff with research, practice and scholarship and which operates in accordance with the Research Integrity Concordat and within the relevant legislative frameworks.
- 14) To ensure an effective system for the peer review of research grant applications prior to submission and, when so nominated by the Dean of School, to act as a point of sign-off at the School level for JeS and RGA1 forms relating to bids, tenders and contracts relating to externally funded research, in line with the School and University's policies and regulations.
- 15) To work closely with the Research Support Librarian for the School and the Library Team Research Manager to ensure effective compliance with the Open Access Publication and Data Manager requirements of HEFCE and external funders of research, and to ensure that research within the School is undertaken in accordance with the NTU Code of Practice for Research.
- 16) Work with the Governance and Legal Services Team, the Research Operations Team and the Research Commercialisation Manager to ensure that intellectual property arising from research is protected, in support of its subsequent successful exploitation.

- 17) To lead on the effective internal and external communication of the research activities of the School including taking principal responsibility for the organisation, with the support of the NTU Research Office, of an Annual School Research Conference and liaise with the School Postgraduate Director on aspects of that Conference relating to research student training. Ensure subject teams or combinations of subject teams have a seminar organiser who provides annual research seminar series.
- 18) Responsible for staff planning activity, including: succession planning, recruitment and selection, induction and probation, management of staff attendance, and overseeing the appraisal process to ensure objective setting is aligned to School plans.
- 19) Contribute to a high performance culture across the School, including motivation, performance management and professional development of direct reports. Proactively coach and mentor staff within the School who hold line management responsibility and support them in the discharge of their duties, including any improving performance cases, absence management and any other people management issues.
- 20) To promote a culture of inclusivity, in which individuals are respected and valued in line with University policies and ensuring all statutory obligations are met.
- 21) Contribute to the leadership and delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.
- 22) To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.
- 23) To represent the Dean, School and NTU on relevant internal and external committees, networks and working groups.
- 24) Where appropriate, lead on designated cross-University activity and initiatives.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
<p>Knowledge</p>	<p>In depth knowledge of at least one area of Animal, Rural and Environmental Science, and, a broad understanding of the subject areas as a whole.</p> <p>Highly developed knowledge and understanding of public policy relating to research in the Higher Education sector in the UK (and internationally if relevant to the field).</p> <p>Understanding of the research environment and Research Excellence Framework (REF) context that the School is operating within. Knowledge and understanding of university structures, governance and quality management.</p> <p>An understanding of the Animal and/or Environmental Science research context, developments, trends and ethos within the UK Higher Education Sector.</p>	<p>Well networked within the HE, or a relevant industry and wider research sectors.</p> <p>Understanding of the Knowledge Exchange Framework (KEF).</p>
<p>Skills</p>	<p>Strong interpersonal skills, with the ability to negotiate, liaise and motivate and influence. Excellent communication and presentation skills.</p> <p>Excellent planning and organisational skills. Strategic planning and business development. Ability to analyse, interpret and present complex data and information.</p> <p>Ability to manage and be accountable for budgets.</p> <p>Credibility and integrity in dealing with people at all levels and particularly at a senior level to ensure confidence of ability to lead and support significant projects and initiatives.</p> <p>Ability to contribute effectively to the strategic planning and staff/resource management processes within the School as required. Demonstrable experience of formulating and leading change.</p>	<p>Expertise in stakeholder engagement for commercial, consultancy and/or enterprise activities.</p>

	<p>Ability to identify and respond to issues with flexible and effective solutions.</p> <p>Ability to operate effectively in an open, accountable and complex environment.</p>	
Experience	<p>Proven track record and current high quality research profile at internationally leading level in one of the successful established or emerging research areas within the School.</p> <p>Proven track record of providing strong leadership and innovation in research.</p> <p>Successful and substantial experience of research leadership and team management.</p> <p>Experience in working successfully and collegially with senior academics in research with a firm commitment to support team working and diversity within teams.</p> <p>Proven track record in research grant capture or other income generation and management. Experience of successfully writing bid/grant applications and management of large grants.</p> <p>Experience of successful research degree supervision and/or research degree examining.</p> <p>Demonstrable experience of effective performance management and supporting staff development.</p> <p>Experience of commitment to enhancing the research environment.</p> <p>Experience of having worked at pace in an ambitious environment.</p>	<p>Experience in commercial activity, enterprise and external income generation.</p> <p>Experience of contribution to national policy development within HE (e.g. around research or own discipline area).</p> <p>.</p>
Qualifications	<p>An appropriately strong combination of academic qualifications and/or relevant professional standing.</p> <p>PhD in relevant discipline in a subject area represented in the School.</p> <p>Evidence of continuing professional development and maintaining currency of own practice.</p>	<p>Membership of and active engagement of an appropriate professional body or learned society.</p>

Competencies

Essential Competencies

Leading and Coaching

Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communicating and Influencing

Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. Incorporates wider political factors into influencing strategy.

Organisation and Delivery

Adopts a long term view and plans resources accordingly. Develops local strategy in support of the University's Strategic Plan and develops resourcing models to underpin implementation.

Making Informed Decisions

Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.

Adaptability

Instigates and leads programmes of strategic change, working in close collaboration with colleagues. Identifies resource implications of strategic developments and manages them accordingly.

Customer Focus

Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.

Entrepreneurial and Commercial Focus

Spots and progresses business opportunities and opportunities for collaborative working externally and internally.

Job Description and Person Specification created by (post title): Prof Dawn Scott (Executive Dean)