



JOB DESCRIPTION

JOB TITLE Professor

**FACULTY &
SCHOOL/DEPARTMENT**

REPORTS TO Head of School

SUPERVISES To supervise research students and research staff

POST REFERENCE Not Applicable

GRADE

DATE March 2006

Birkbeck is a world-class institution, a vibrant centre of academic engagement and excellence and the UK's leading provider of part-time, research-led evening education for mature students.

There are nearly 19,000 students studying short courses, certificates, diplomas, first degrees, postgraduate taught and postgraduate research degrees. Birkbeck provides Londoners with the unique opportunity to fit study around their busy lives.

Founded in 1823 as the London Mechanics' Institute, Birkbeck was incorporated in the University of London in 1920.

PURPOSE OF THE JOB

To oversee the design and development of the curriculum, and deliver a range of programmes of teaching to Birkbeck students, in order to ensure teaching within the quality assurance framework of the College. To lead the development and implementation of the College's research strategy and co-ordinate research activity within the specific subject area.

Main Duties of the Jobholder

Teaching and learning

- To oversee the design and development of the overall curricula, and develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- To develop the quality assurance framework within the College's overall framework, including the validation and revalidation of courses, and student admission and assessment.
- To transfer knowledge including practical skills, methods and techniques.
- To encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department.

- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise student projects, field trips and, where appropriate, placements.
- To set, mark and assess work and examinations and provide feedback to students.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.

Research

- To lead the development and implementation of research strategy.
- To lead and co-ordinate research activity in the subject including determining relevant research objectives, and preparing research proposals
- To lead research and collaborative partnerships with other educational institutions or other bodies.
- To lead bids for research, consultancy, and other additional funds.
- To write or contribute to publications or disseminate research findings using other appropriate media.
- To seek practical application of research findings.
- To make presentations at national and international conferences and similar events.
- To carry out independent research and act as principal investigator and project leader.
- To act as a referee and contribute to peer assessment.
- To update knowledge and understanding in field or specialism.

Communication

- To disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.
- To be routinely involved in complex and important negotiations both within the College and with external bodies.
- To prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes.

Working Relationships and Contacts

People management and teamworking

- To chair committees and participate in College decision-making and governance.
- To lead and develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the College.
- To promote and market the work of the department in the subject area both nationally and internationally.
- To exercise academic leadership for all subject area teaching and research activities.
- To act as a line manager, supervising the work of others, for example in research teams, projects, or as PhD supervisor when required.
- To ensure that staff are suitably qualified to work within their own area.
- To appraise and advise staff on personal and career development plans.
- To promote a collegiate approach and develop team spirit and team coherence.
- To foster inter-disciplinary team working.
- To develop and communicate a clear vision of the unit's strategic direction.

Student and Staff counselling

- To be responsible for dealing with referred issues for students within own educational programmes.
- To act as personal tutor, giving first line support.
- To provide first line support for colleagues, referring them to sources of further help if required.

Dimensions

Problem solving and impact

- To determine the final allocation of resources within own area of responsibility.
- To be party to strategic decisions at College level regarding staff, student, and college-wide issues.
- To lead the development of new and creative approaches in responding to teaching and research challenges.
- To initiate new and original solutions to problems, and resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- To provide advice to external bodies.

Resource management

- To take overall responsibility for the organising and deployment of resources within own areas of responsibility, and actively contribute to the overall management of the department in areas such as budget management and business planning.
- To contribute to College-wide planning and strategic development, and departmental-level strategic planning.
- To plan and deliver research, consultancy or similar programmes and ensure that resources are available.
- To contribute to the management of quality, audit and other external assessments.

Working environment

- To balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines.
- To take overall responsibility for health and safety in own areas of responsibility.
- To ensure that appropriate risk management processes are operational.
- To understand and apply the principles of equality of opportunity in an academic context.

General Responsibilities

These are standard to all Birkbeck Job Descriptions

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Protection Controller.

Professor Job Description – Job Evaluation Project

- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment, smoking is prohibited throughout the College, except in specially designated areas.

PERSON SPECIFICATION

Job Title: Professor

Post No: Not Applicable

Faculty and Dept/School:

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p>	<ul style="list-style-type: none"> • To be an externally recognised, leading authority in the subject area with a considerable national or international reputation • To possess in-depth understanding of own specialism to enable the development of new knowledge, innovation and understanding within the field • To possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues 	
<p>Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc</i></p>	<ul style="list-style-type: none"> • The ability to conduct high quality research in a particular specialism • A proven ability to attract funding from the Research Councils and other sources • Effective teaching design and delivery • Highly effective oral and written communication skills, to convey conceptual and complex ideas and information • Negotiation skills • Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets) 	

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> • The ability to provide academic leadership • Effective presentation skills • Commitment to working with and encouraging diversity. • Effective interpersonal skills to interact with, engage and inspire students (especially mature students), staff and others • Effective organisation and administrative skills 	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive)</i></p>	<ul style="list-style-type: none"> • A national and international record of excellence in research and publication • Experience of teaching postgraduate and undergraduate students • Experience of conducting administrative duties efficiently and effectively 	<ul style="list-style-type: none"> • Experience of carrying out consultancy
<p>Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ul style="list-style-type: none"> • PhD (or equivalent) level in an appropriate specialism 	

