**Job Description**

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| Job Title: | Associate Professor |
| Grade: | 0.5 - 1.0 Associate Professor |
| School: |  |
| Responsible to: | Head of School |
| **Job Purpose**To manage and undertake research-led teaching at different levels on the undergraduate and postgraduate programmes. As well, to lead high level collaborative and individual research and to actively participate in the development of research initiatives within the School and university in general, involving local and international partners. |
| **Main Duties and Responsibilities**1. To design, develop and deliver a range of programmes of study at various levels
2. To contribute at an appropriate level to school and University policy and practice in teaching.
3. To develop innovative approaches to learning and teaching as appropriate
4. To lead, develop and manage extensive research and knowledge transfer initiatives, with appropriate support.
5. To provide academic leadership and to lead the development and delivery of high quality innovative courses in cooperation with business associations and professional bodies
6. To manage and collaborate with staff and supervise research students within the School.
7. To develop and publish research papers in top journals and to present at relevant academic and practitioner / industry conferences
8. To lead team(s) of researchers (e.g. research cluster(s)) in terms of engagement with professions and application for grants and support for research from funding councils and/or industry
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12. To lead knowledge transfer and I&E activities within the School, especially with regards to the development and management of income generating knowledge transfer activities e.g. HRDA supported training and professional development courses.
13. To undertake an active role in planning and governance of the institution and in local and international academic and professional associations.
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15. To support the Head of School with the administration, operational tasks, and development of staff within the department.
16. Effective contribution to the management and administrative processes and committee structures of the school, faculty and University.
17. To undertake such other duties as may, from time to time, be required by the Head of School.
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| **Name:** |  |
| **Date:** |  |
| **Signature:** |  |

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Measured By** |
| Work Experience | At least seven years of Teaching at a University or equivalent work after the award of the PhD of which at least four years of holding a position as an Assistant Professor of a recognised University in the related subject area. Publication of papers, such as articles in international well-known scientific journals or monographs or books of recognised publishing houses, which document a remarkable self-reliant research work. A strong record of successful Academic/Research leadership: in research development and executionAbility to guide and promote research which includes supervision of postgraduate students of doctoral research, guidance or significant contribution to research projects or securing funding for research activities. Indication of international recognition of the candidates’ contribution to a specific research field such as research reports, invitations for delivering scientific speeches assignment of evaluation of articles, research proposals od PhD theses, participation in Committees for the issuance of scientific journals or participation in Conferences planning. A track record of building and sustaining internal and external relationships | A track record of delivering innovative solutionsDemonstrable experience in the development of strategyExperience of successfully managing projectsExperience of working with outside bodies and/or employers relevant to the School’s focusExperience of working with professional bodies Experience in involvement with national or international agenciesExperience with engagement with HRDA and other sponsors of professional training initiatives.A track record of research income achieved in the last 2-year period (net) including evidence of productive bidding activity, including future bids to be submitted.  | Application form, CV and Interview |
| Education/ Qualifications | PhD from a recognised University in relevant area.A relevant Master’s qualificationFull membership in relevant Professional bodies and active involvement in academic networks  | Formal teaching qualification (such as PG Cert in Learning and Teaching in Higher Education) or Fellow of the Higher Education Academy, or equivalentEvidence of relevant continued professional development | CV |
| Knowledge/ Skills and Abilities | Excellent and demonstrable leadership and organisational and project planning skillsGood motivational skills with a strong team building focusSelf-motivated and proactive in approach to challenges and opportunitiesUnderstanding of HE and the importance of a strong track record in delivering teaching, research, knowledge transfer and consultancyPeople development capability with a strong continuous professional/personal development orientationAble to operate in a structured yet complex and challenging environmentVery good communication skills in both verbal and written form and ability to generate clear and concise documentationAbility to identify new opportunities and develop creative and innovative solutionsFluency in the English language | An ability to provide training and learning skills to the local, regional, national and international society An ability to contribute to the research culture within the School. An ability to contribute to commercial activities and employer-stakeholder engagementAn ability to contribute to research within the SchoolKnowledge of UK and Cypriot current higher education and practicesHigh level of IT skills in the context of e-learning, including eLearn or equivalent.Fluency in the Greek Language  | Application form, CV and Interview |
| Personal Details | Credible and well respected academic track record within the area by peers as evidenced by professional networks and/or involvement with outside bodies relevant to the School’s area of expertiseGood understanding and knowledge of key quality and governance issues related to the course development and academic leadership | Willingness to engage in international activity on behalf of the UniversityActive in academic and professional networksWillingness to travel internationally | CV and Interview |