

<b>Job Title</b>	Assistant Professor in Politics and International Studies (Teaching and Learning Track)
<b>School/Department</b>	School of International Studies
<b>Job Level</b>	UNNC Scale B Level 5
<b>Job Family</b>	Research and Teaching
<b>Contract Status/ Appointment Duration</b>	This post is available from 2 <sup>nd</sup> February 2022 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to five years. This contract may be extended on an indefinite basis based on mutual agreement.
<b>Location</b>	University of Nottingham Ningbo China
<b>Hours of Work</b>	Irregular working hours
<b>Responsible to</b>	Please specify the reporting line

The School of International Studies offers interdisciplinary programmes taught by scholars working on cutting-edge research across the social sciences and humanities; politics, IR, history and sociology.

We are now looking for a talented scholar to join our School as Assistant Professor in Politics and International Studies. This is a position available from February 1<sup>st</sup> 2022 or soon after.

For this position, applicants should have a completed PhD in Political Science or a related area by the post start date. Candidates working in the general area of politics will be considered and we especially invite applications from academics with a track record of research and teaching in international political economy and quantitative research methods.

A crucial requirement is for candidates to evidence experience in teaching beyond their area of specialization. Candidates should demonstrate willingness and ability to contribute to the broader teaching in International Studies, which includes interdisciplinary modules in International Relations, Political Science, History of Political Thought, European Studies, and other subjects. The successful candidate must be able to teach courses in international political economy at the undergraduate and post graduate levels and where applicable PhD supervision experience.

The successful applicant will be expected to make a strong contribution to teaching and research in the School. They will take responsibility for identifying new opportunities to contribute to the quality of education and student experience we provide including identifying new opportunities and innovation to continuously improve the ways we teach and how students learn.

Also required is a well developed and viable strategy for future teaching related research that has the potential to result in grant capture and world-leading publications. Active contribution to the Center for Advanced International Studies and university key research priority areas in Sustainable development will also be expected.

The position holder will also be expected to carry out administrative duties and represent the School within the University depending on needs and as directed by the Head of School.

## Purpose of role:

To provide a consistently excellent standard of teaching and support for student learning that is underpinned by scholarship related to the discipline.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<b>Teaching</b>	<b>80</b>
1	<ul style="list-style-type: none"> <li>▪ Deliver teaching across a range of modules or within a subject area, keeping abreast of the subject matter and modern teaching methods</li> </ul> Provide academic and pastoral support to students.	30
2	<ul style="list-style-type: none"> <li>▪ Be responsible for the design and quality control of modules and/or programmes of study in specialist area ensuring the curriculum is up to date and international in its scope</li> <li>▪ Where appropriate identify the need for developing the aims, delivery or assessment of existing modules</li> <li>▪ Provide curriculum leadership in own area of expertise; design and undertake assessments, marking and feedback.</li> </ul>	10
3	Be responsible for and comply with the University's quality assurance standards and procedures.	1
4	Take an active role in influencing the practice of consistently excellent teaching across the academic unit by disseminating evidence-informed developments in curriculum delivery, early adoption and promotion of enabling technologies and pedagogies.	10
5	Engage in scholarship of teaching and learning in relation to own discipline and/or establish a national reputation in discipline.	12
6	Supervise and examine postgraduate taught and research students within area of expertise.	15
7	Contribute to the teaching and learning policy/strategy in the academic unit.	2
	<b>Administration and others</b>	<b>20</b>
8	Undertake and take responsibility for administrative duties such as recruitment, admissions, timetabling, examinations, student attendance, and placements.	10

9	Be responsible for the safe conduct of work within work area and teaching responsibilities ensuring that the academic unit's arrangements for compliance with the University Safety Policy are implemented.	1
10	<ul style="list-style-type: none"> <li>▪ Represent section, School, Department or Faculty on relevant working groups and committees.</li> <li>▪ Interact with international campuses/partners in order to strengthen teaching collaborations and knowledge exchange.</li> <li>▪ Participate in outreach and community engagements on behalf of the School and University.</li> </ul>	6
11	<ul style="list-style-type: none"> <li>▪ Participate in training and staff development events as trainer or trainee as appropriate.</li> <li>▪ Maintain appropriate professional development, expertise and awareness.</li> <li>▪ Undertake other tasks and responsibilities as may reasonably be required.</li> </ul>	3
<b>For those with Line Management responsibilities</b>		
	<ul style="list-style-type: none"> <li>▪ Line manage staff where appropriate to include performance review and professional development planning.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ To coach and support colleagues in developing their research and teaching techniques.</li> <li>▪ Acting as a mentor to colleagues with less experience and providing advice on personal development.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ To co-ordinate the work of colleagues to ensure modules are delivered to the required quality standards and there is equitable access to resources and facilities.</li> </ul>	

## Person specification

	Essential	Desirable
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ PhD or equivalent in relevant subject area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher Education teaching qualification or equivalent.</li> <li>▪ Membership of a professional body where appropriate.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on 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.</li> <li>▪ Ability to devise, advise on and manage learning and research programmes.</li> <li>▪ Ability to design and deliver high quality and up-to-date course materials.</li> <li>▪ Ability to use a range of delivery techniques and technologies to inspire and engage students.</li> <li>▪ High level analytical capability to facilitate conceptual thinking, innovation and creativity.</li> <li>▪ Skills in counselling, pastoral care and motivating students.</li> <li>▪ Ability to manage resources and an understanding of management processes.</li> <li>▪ Ability to build relationships and collaborate with others, internally and externally.</li> <li>▪ Ability to manage projects relating to own area of work and the organisation of external activities such as placements and field trips.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Solid experience within subject/discipline.</li> </ul>	<ul style="list-style-type: none"> <li>▪ International reputation in specialist field which continues to grow.</li> </ul>

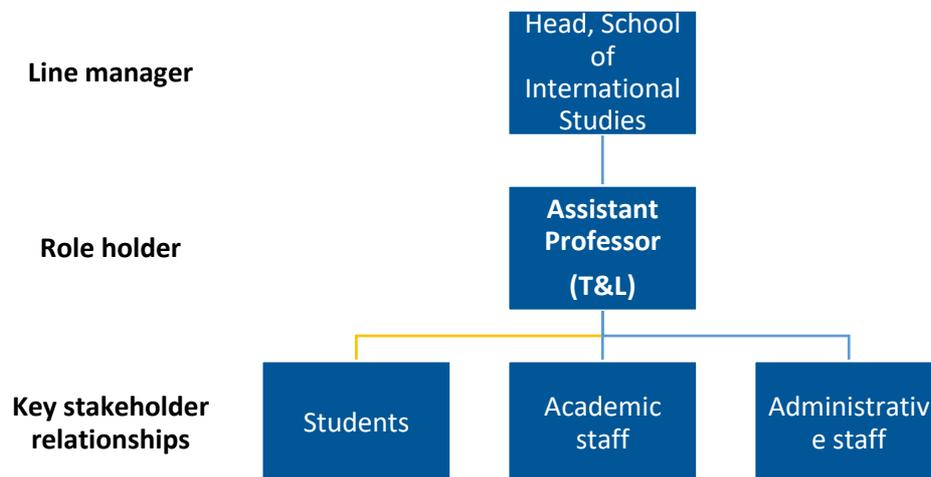
	<ul style="list-style-type: none"> <li>▪ Experience and demonstrated success in developing methods and working with colleagues.</li> <li>▪ Experience and achievement in chosen field, reflected in growing and consistent national reputation.</li> <li>▪ Experience and demonstrated success in delivering teaching within an agreed quality framework.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Track record in development and delivery of teaching units.</li> <li>▪ Experience on devising, advising on and managing learning and research programmes.</li> <li>▪ Experience of counselling, pastoral care and motivating students.</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>▪ PhD or equivalent in a relevant subject area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher Education teaching qualification or equivalent.</li> <li>▪ Membership of an appropriate professional teaching body, where appropriate.</li> </ul>

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others



For job levelling/benchmarking purposes only – please remove before publishing

## Decision making

### **Taken independently by the role holder**

- Content and specification of programme
- Content and direction of Modules
- Content and direction of individual lectures and workshops
- Content of tutor group seminars

### **Taken in collaboration with others**

- Assessment marks
- Admissions
- Specification of equipment and resources
- Pastoral problems

### **Referred to the appropriate line manager (please name) by the role holder**

- Applications for expenditure
- Decisions that would affect other courses or staff
- Disciplinary procedures