

## Job Description

<b>Position:</b>	Reader
<b>School/Service:</b>	Institute of Management
<b>Reference:</b>	IOM-075/A
<b>Grade:</b>	Grade 9
<b>Hours:</b>	Full time
<b>Status:</b>	Permanent
<b>Responsible to:</b>	Academic Operational Leads/Dean of Faculty

### Main Function of the Role:

To play a key role in supporting, expanding and enhancing the research profile of the School/Faculty/University, primarily in Business, Management and Accounting areas.

To develop and attract research and teaching-related income streams, relevant to the School and of benefit to the University.

The role holder will contribute to and lead, where appropriate, commercial income generation activity, and will undertake teaching, research and scholarly activity to contribute to the development of new areas in their relevant subject field and as required.

### Principal Duties and Responsibilities:

1. Lead IOM's research strategy, the research strategy for Business, Management and Accounting; capacity building in collaboration with key staff and engaging with the wider University research strategy.
2. Provide dynamic leadership for academic research and taught programmes across the school, ensuring innovative programme and curriculum development; maintaining quality improvement and enhancement, delivering student satisfaction and maintaining and improving retention metrics.
3. To offer specialist supervision to research students undertaking doctoral programmes, and also include the supervision of Masters students' dissertations.
4. Demonstrate a track record of innovative research and scholarship within the discipline, as evidenced by high impact and quality publications of original research with high numbers of citations in peer reviewed high-quality journals and/or through influential monographs; and by attested knowledge and excellence in the discipline field
5. Demonstrate external recognition, for example through invitations to deliver keynote lectures at international conferences, positions on/awards from national/international/professional bodies or sustained success at external funding from competitive sources and/or novel knowledge transfer leading to significant impact on external organisations or business

6. Enhance the national and international reputation and publication record of the School to enhance REF rating.
7. Act as a referee and contribute to peer assessment for appropriate journals, as required
8. Foster successful effective working relationships, for the benefit of the School/University.
9. Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University
10. To stimulate research capacity in Business, Management and Accounting areas; to develop and support staff/peers to bid for external funding and participate in research resulting in high quality publications.
11. To be proactive in seeking and securing sources of funding for research and enterprise in the School and cross-School and to lead on bids where appropriate.
12. To foster and create a supportive culture for postgraduate research students and to increase the volume of successful higher degree completions in the School.
13. Carry out personal and professional development to enhance subject authority and to contribute to the School and the University's reputation for academic, research and professional excellence
14. To represent the University externally, forging strategic partnerships and enterprise, liaising with National and International bodies.
15. To contribute to the strategic focus of the School/Faculty
16. Write and publish results of innovative research within national and international literature and peer reviewed journals
17. Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University
18. To supervise Post-Doctoral Research Fellows, Researchers and other research students.
19. To ensure the delivery of high-quality research training and learning opportunities for students at undergraduate and postgraduate level.
20. Interact on a professional level with relevant national/international internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
21. To be flexible in the role and to undertake relevant academic and managerial duties as assigned by the Academic Operations Leads/Dean of Faculty
22. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
23. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

24. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
  
25. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

## Person Specification

<b>Position:</b> Reader		<b>Reference:</b> IOM-075/A	
<b>School/Service:</b> Institute of Management		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours Degree in relevant subject area	1	Application Form/Documentation
1 b)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time-frame	1	Application Form/Documentation
1 c)	PhD in relevant subject area	1	Application Form/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Extensive knowledge of the current research agenda within Higher Education and specific to Business/Management.	1	Application Form/ Interview/Presentation
2 b)	Ability to engage with issues around research governance, research ethics and management	1	Application Form/Interview
2 c)	Able to lead, develop and manage research and academic colleagues	1	Application Form/Interview
2 d)	Able to develop successful research activities through the establishment of substantial research teams	1	Application form/Interview
2 e)	Ability to communicate effectively with internal and external contacts/partners at national and international level	1	Application Form/Interview /Presentation
2 f)	Knowledge of current developments in the HE sectors, particularly those relating to research, enterprise, knowledge transfer funding and the assessment of the quality of research	1	Application Form/Interview
2 g)	Extensive knowledge of research funding opportunities available to the area of Business/Management	1	Application form/Interview
2 g)	Able to successfully forge and develop interdisciplinary, national and international collaborations for the benefit of the University.	1	Application form/Interview
2 h)	Extensive knowledge of strategic planning procedures (taught courses and research programmes) and quality assurance	1	Application form/Interview
2 i)	Proven ability in capturing research funding, writing research funding proposals as well as managing research and disseminating research findings	1	Application form/Interview
2 j)	A publication record in the focus subject area in peer reviewed journals and international conferences	1	Application Form/Interview

2 k)	Able to devise, implement and promote creative and innovative solutions that impact positively on research, teaching and learning	1	Application Form/Interview
2 l)	Awareness of the requirements of Health & Safety within the work environment	1	Application Form/Interview
2 m)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/Interview Assessment
2 n)	Possess extensive breadth and depth of specialist knowledge to work within established programmes and to write authoritatively in Business/Management	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	Evidence of a strong background in Business/Management with an excellent track record of publications in quality national/international journals and funded research	1	Application Form/Interview
3 b)	Substantial experience of postgraduate education and successful research supervision to post-doctoral level	1	Application Form/Interview
3 c)	Credible experience of effective liaison and networking with appropriate internal/external agencies/funding bodies	1	Application Form/Interview
3 d)	Experience of the leadership and management of teams in HE or in a research context	1	Application Form/Interview
3 e)	A proven track record of research, training and delivering relevant programmes	1	Application Form/Interview
3 f)	Substantial experience of national and international conference presentations	1	Application/Interview
3 g)	Extensive experience in the supervision of the work of undergraduate and postgraduate students and providing appropriate pastoral support	1	Application Form/Interview
3 h)	Substantial experience in contributing and implementing quality assurance improvements	1	Application Form/Interview
3 i)	Established experience of preparing proposals/applications to internal and external bodies and securing funding	1	Application Form/Interview
3 j)	Substantial experience of establishing and developing successful collaborative interdisciplinary, national and international relationships and networks of industry contacts	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to lead teams dynamically and enthusiastically	1	Interview
4 b)	Able to initiate new developments involving collaboration with colleagues from interdisciplinary professional/academic backgrounds	1	Interview

4 c)	Capacity for strategic thinking and policy development	1	Interview/Presentation
4 d)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 e)	Ability, competence and confidence to manage staff on directed projects	1	Interview
4 f)	Able to critically reflect on all aspects of own contribution on a project	1	Interview
4 g)	Effective academic/research leadership and management skills	1	Interview
4 h)	Efficient and well organised; capable of working under pressure and to deadlines	1	Interview
4 i)	Independence of thought, judgement and argument	1	Interview
4 j)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form/Interview
5 c)	Able to travel nationally/internationally to meet the requirements of the service.	1	Application Form/Interview
5 d)	Able to work flexibly and remotely to meet the requirements of the role	1	Application Form/Interview
5 e)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, Prevent, Health and Safety UKVI and Bribery Act	1	Application Form/Interview

**Note:**

1. **Priority 1** indicates **vital** criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required