

## JOB DESCRIPTION

### **Assistant Professor in Analytics & Operations**

Imperial College London, one of the world's most important centres for research and teaching in the Natural and Physical Sciences, Medicine, Engineering, and Business, seeks qualified applicants (PhD in Business, Management, Computer Science, Operations Research/Management, Statistics, Engineering; (degree to be obtained before September 2024) for one or more tenure-track faculty positions at the Assistant Professor level to join the Analytics & Operations group at the Imperial College Business School.

The candidate should demonstrate capability for high-quality innovative research in their area, a strong research agenda and pipeline, and a line of research relevant to Data Science, Business Analytics, Operations Research, Operations Management and/or Information Science/MIS.

Located in the heart of London, Imperial is a multidisciplinary space for education, research, translation and commercialization, harnessing science and innovation to tackle global challenges. Imperial is consistently rated amongst the world's best universities and is committed to developing the next generation of researchers, scientists and academics through collaboration across disciplines. The successful candidate(s) will contribute to research, teaching and service at the Business School and have an opportunity to be affiliated with the Imperial-X (I-X) initiative - a new, College-wide collaborative environment for research, education, and entrepreneurship across artificial intelligence, data science and digital technologies.

## 1. The Post

<b>Job Title:</b>	Assistant Professor in Analytics & Operations
<b>Department/Division</b>	Department of Analytics, Marketing & Operations
<b>Faculty:</b>	Imperial College Business School
<b>Campus location:</b>	South Kensington/White City
<b>Job Family/Level:</b>	Academic Job Family, Assistant Professor level
<b>Accountable to:</b>	Dean of the Business School
<b>Responsible to:</b>	Head of the Department of Analytics, Marketing & Operations
<b>Key working relationships (internal):</b>	Dean, Vice-Deans and Associate Deans, Heads of Department, Faculty across the School, Staff in Central Functions (HR, Educational Program Support), Administrators
<b>Key working relationships (external):</b>	Potential National and International Research Sponsors, Other Institutions and Research Collaborators
<b>Working hours:</b>	As reasonably necessary but normally not less than 35 hours per week
<b>Contract type:</b>	Full-time, tenure-track

## 2. Background of the post

Located in the heart of London, Imperial College Business School offers an attractive research environment and competitive salaries. Research in the Analytics & Operations group is interdisciplinary, and faculty regularly publish in top-tier journals.

The post holder will contribute to the academic mission of Imperial College London to deliver world class scholarship, excellent teaching and research. In addition, the post holder will be required to contribute to administration within the Department.

## 3. Information about the School

### 3.1 Overview

Imperial College Business School is part of the Imperial College London structure. It has over 75 academic staff, 20 research staff, and 190 professional support staff. It educates more than 1400 students in a variety of MBA, MSc, undergraduate and PhD programmes and has a considerable non degree Executive Education programme portfolio. The school was ranked in the top three Business Schools by the UK government's recent Research Excellence Framework (REF). It is amongst just one per cent of business schools worldwide to have been accredited by the three largest, and most influential, business school accreditation associations: AACSB, AMBA and European Quality Improvement System. It is also one of the first business schools to receive a department level Bronze Athena SWAN award from the Equality Challenge Unit (ECU), in recognition of its commitment to tackling gender inequality in higher education.

## 3.2 Research and Business School composition

Imperial College Business School has grown substantially in recent years, with major investment by Imperial College. The Business School has six core academic areas: analytics & operations management, economics & public policy, finance, innovation & entrepreneurship, marketing and strategy & organisational behaviour.

- **Analytics & Operations Management**  
Our academics do research in the areas of business analytics and the design and management of processes across the manufacturing and services sectors. Faculty research interests are broad, with expertise in services, pricing, transportation, manufacturing, supply chain, health, energy, retail, digital transformation, marketing, and finance.
- **Economics & Public Policy**  
We investigate a diverse range of topics including: the effect of government climate change policies on business; the contribution of knowledge assets to economic growth; determining fairness and value in the telecommunications industry; and how to improve the quality of service in the public sector. We have a particular focus in health economics and policy, studying incentives for individuals and health organisations. Our projects engage a range of different industries as well as researchers from across Imperial College London.
- **Finance**  
Our world-class researchers engage with, and disseminate research to, practitioners, policy-makers and academic colleagues to develop a more robust financial system. Our faculty regularly publish in the top financial economics journals and participate actively in world-renowned academic, industry and policy conferences. A number of high-level academic and practitioner conferences take place at the Business School, offering students, alumni and faculty the opportunity to network and shape the future of finance. Our well-cited academic research has international impact, while our students are regularly placed in top finance jobs in the private sector, international organisations and academia.
- **Innovation & Entrepreneurship**  
The advent of new technologies as well as ongoing social, environmental and organisational changes mean new approaches to innovation and entrepreneurship are needed and their effectiveness needs to be researched and validated. Faculty members are particularly interested in the core of themes of: spotting and leveraging entrepreneurial opportunities; managing the innovation process; building and operating entrepreneurial ecosystems; and commercialising science innovations.
- **Marketing**  
Our marketing projects examine a number of key challenges, from the differing notion of brand attachment to managing employee and customer behaviour, from marketing analytics and aggregating and understanding diverse information sources in decision-making, to the nature of purchase decisions. Our research offers important insights and solutions for firms and organisations in a range of industries.

- **Strategy & Organisational Behaviour**

Researchers in this area are considering a variety of questions about what constitutes success across a range of different industries. These include: examining the rules and management of platform leadership; the social dynamics of adoption and its consequences for firms' strategy and innovation; understanding the link between senior managerial style and firm strategy; and the effect of team selection processes on success.

### 3.3 Education - Teaching Activities of the Imperial College Business School

The Business School offers the following programmes.

- A suite of MBA programmes:
  - Full-time MBA
  - Executive MBA
  - Weekend MBA
  - Global Online MBA
- Specialist Masters programmes:
  - MSc Management
  - MSc Finance
  - MSc Strategic Marketing
  - MSc Business Analytics
  - MSc Climate Change, Management and Finance
  - MSc Economics and Strategy for Business
  - MSc Finance and Accounting
  - MSc Innovation, Entrepreneurship and Management
  - MSc International Health Management
  - MSc Investment and Wealth Management
  - MSc Risk Management and Financial Engineering
  - Doctoral Programmes in Finance and Management

The Business School also offers undergraduate programmes as follows:

- Bachelor of Science in Economics, Finance and Data Science
- Joint Honours programme with selected science departments
- BSc in Management for the Medical School
- Service teaching for undergraduate engineers and scientists.

Executive Education programmes that are customised to the leading clients in the UK and the world, and open programmes on the expertise of Imperial College Business School.

## 4. The Post – Key Result Areas, Main Duties and Responsibilities

### 4.1 Research

- To develop a broad range of research within department.
- To direct, lead, or contribute to, a research area at the highest scientifically rigorous levels.

- To supervise, train and mentor research staff and students at the highest scientifically rigorous levels.
- To obtain funds and research grants and to encourage and guide junior research staff to do the same.
- To manage research projects.
- To write reports for research sponsors and to take part in Audit.
- To publish high quality research in peer reviewed journals.
- To attend and present work at national and international conferences.
- To develop contacts with other research organisations, both academic and commercial.
- To collaborate with and strengthen links with colleagues within the Imperial College Business School across all departments and contribute to the work of the Business School and College.
- To attend and contribute to research and administrative meetings within the Department as and when requested.
- To foster scientific collaborations through organising, attending and contributing to multidisciplinary meetings, within the Department and with other appropriate parties at Imperial.

## 4.2 Education - Teaching and Training

- To teach and examine courses at all levels – undergraduate, masters and higher research degrees – through lectures, seminars, tutorials, course work and personal supervision.
- To plan and review own approach to teaching.
- To act as a coach and role model through excellent practice and mentoring of colleagues.
- To supervise PhD candidates.
- To provide pastoral support for students.
- To contribute to curriculum development.
- To take a leading role in, or contribute to, the development of teaching and teaching methods and assessment.
- To contribute to the enhancement of quality teaching within the field.
- To act as an external examiner for postgraduate students.
- To work with national bodies on curriculum development and quality assurance.

## 4.3 Strategy and Business Planning

- To participate in the business planning and objective setting process for the academic team and the departments
- To make a significant contribution to building and establishing links between the appropriate departments and colleagues in other parts of the Business School and wider College.
- To play an active part in the strategic planning of financial, staff and research resources.
- To represent the Department, the Business School and College at external meetings, as appropriate.

## 4.4 Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, academic teams, the department, the Business School, College, and when participating in national/international initiatives.
- To work collaboratively with all members of the multi-disciplinary team and the College as required.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- To adhere to College guidelines on leave including reporting absence.

## 4.5 Management and Administrative duties

- To lead, play an active part in or contribute to the management of financial, staff and research resources, in line with College policy and procedure.
- To play a supportive role in unit administration, as appropriate.
- To undertake appropriate administrative tasks in support of the department's teaching and research activities.
- To attend relevant academic or management committees.
- To comply with the College's Equal Opportunities policy, Health and Safety policy and other College and departmental policies.
- To undertake other appropriate administrative duties commensurate with the grade of the post.

## 4.6 Staff Management

- To take responsibility for the appointment, management and development of College staff, in line with College policy and procedure.
- To participate in team objective setting as part of the annual job planning cycle.
- To be responsible for the annual appraisal of staff who report to the post holder (Performance Review and Development Plan or PRDP).

## 5. Appraisal and Performance Review Systems and Mentoring

The purpose of the appraisal and performance review systems is to review performance and development needs. Staff are required to participate in these schemes when requested to do so by the Head of School and Personal Review and Development Plans are conducted on an annual basis in conjunction with the line manager.

## 6. Office/Administrative Facilities/Other

The post holder will have office facilities, including computer with internet access, and access to administrative support at South Kensington/White City campus.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](#). Our values are:

- Respect
- Collaboration

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- Excellence
- Integrity
- Innovation

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

*All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.*

*Job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.*

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)*

*The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level: [Find out more about animal research at Imperial](#)*

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an [Athena SWAN Silver Award](#) winner, a [Disability Confident Leader](#) and a [Stonewall Diversity Champion](#).*

## 7. Person Specification

An applicant for the appointment as an Assistant Professor should have several publications in academic journals of high international standing

### **Academic job titles**

The Assistant Professor grade at Imperial College Business School is equivalent to Lecturer and Senior Lecturer level within Imperial College and in most UK academic institutions and

# Imperial College London

has a 7-year fixed-term Assistant Professor career-track programme; Associate Professor is equivalent to Reader; and Professor is the same in either nomenclature.

<b>Pathway</b>
<b>Assistant Professor (entry level)</b>
<ul style="list-style-type: none"> <li>• A completed PhD</li> <li>• One paper of good journal standard (whether accepted or not)</li> <li>• Evidence of some teaching experience</li> </ul>
<b>Assistant Professor (after a few years)</b>
As above, plus
<ul style="list-style-type: none"> <li>• Several publications in academic journals of high international standing</li> <li>• Record of successful PhD supervision</li> <li>• Good teaching record</li> </ul>
<b>Associate Professor</b>
As above, plus
<ul style="list-style-type: none"> <li>• A proven, independent research agenda</li> <li>• A record of income generation, through research grants or executive education</li> <li>• Successful contribution to administration</li> <li>• Evidence of a growing international esteem</li> </ul>
<b>Professor</b>
As above plus
<ul style="list-style-type: none"> <li>• A continuing stream of world class publications confirming international reputation</li> <li>• Evidence of research leadership internationally</li> <li>• A track record of income generation</li> <li>• A significant role in external relations of the Business School and/or Imperial College</li> </ul>

Applicants will be assessed against the following person specifications, taking into account the level of the position for which they are applying:

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

<b>Requirements - Assistant Professor</b>	<b>Essential (E) and Desirable (D)</b>
<b>Education</b>	
PhD in Analytics and Operations (broadly defined) or related field or equivalent	E
<b>Knowledge and Experience</b>	
A developing national reputation and expertise in the field of Analytics and Operations (broadly defined)	E
Evidence of contribution to the development and performance of colleagues through coaching and mentoring	E
Experience of preparing grant applications for submission	E
A portfolio of research publications, confirming national standing (commensurate with career stage)	E
Experience of training Undergraduate and Postgraduate students	E
Experience of supervision of higher degrees (PhD)	E
<b>Skills and Abilities</b>	

Requirements - Assistant Professor	Essential (E) and Desirable (D)
Ability to communicate well, conveying ideas and concepts clearly and effectively	E
A high level of analytical capability	E
Ability to develop skills in leading, motivating, developing and managing the performance of colleagues	E
Good leadership skills	E
Ability to work under pressure	E
Good organisational and management skills	E
Ability to work within a multidisciplinary team	E
Collaborative and able to build and sustain effective working relationships, both internally and externally	E

Personal attributes	Essential (E) and Desirable (D)
A willingness to undertake any necessary training and development activities for the role	E
The understanding and vision required to contribute to the setting and delivery of strategic goals.	E
A willingness to engage in collaborative research	E
A commitment to high quality teaching and fostering a positive learning environment for students	E
A commitment to work as part of a team in assisting the smooth running of the Group and its research and teaching programmes	E
A personal commitment to the vision and values of the College, including high quality teaching and research.	E
Supportive and tolerant	E
A willingness to undertake any necessary training and development activities for the role	E
The understanding and vision required to contribute to the setting and delivery of strategic goals.	E
A willingness to engage in collaborative research	E
A commitment to high quality teaching and fostering a positive learning environment for students	E

## 8. Salary and Conditions of Service

A full set of terms and conditions will be given to the successful candidate, together with the College's most important policies, which affect staff. The principal terms and conditions are as follow:

The salary will be internationally competitive.

The post will be at the Assistant Professor, Associate Professor or Full Professor level of the Academic and Research Job Family. Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

# Imperial College London

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

Salaries are payable on the 24<sup>th</sup> day of each month (the exception being December) by transfer to a bank or building society account. Deductions in respect of income tax and National Insurance contributions will be made from salaries at the statutory rates.

Academic staff normally take annual leave during College vacations and by arrangement with the Head of Department in the light of academic and departmental requirements. Annual leave entitlement is 39 days for full time staff (pro rata entitlement for part time staff). This is inclusive of 8 days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas day falls, a decision may be made to increase the [College closure](#) to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full-time staff (again pro-rata for part-time staff).

At the beginning of the leave year staff will be required to allocate the appropriate number of days of their mandatory leave entitlement to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The occupational pension scheme is the Universities Superannuation Scheme (USS). Staff members who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Superannuation Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

Unless stated otherwise in the offer of employment, or agreed by the head of department, the appointment may be terminated by either side by giving a minimum of three months' notice in writing. For academic members of staff who wish to give notice of their intention to resign from the College the last day of service should fall on one of the following dates: 31 December; 31 March; 30 June or 30 September or at the end of a term by agreement with the Head of Department.

All staff have a probationary period of six months, with the exception of Assistant Professors, Non-Clinical Lecturers and Senior Lecturers (Clinical and Non-Clinical) who normally serve three years. Clinical Lecturers normally serve one year.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

## **Total Remuneration Package**

Our [Total Remuneration Package \(TRP\)](#) for staff is a key component of realising the College's strategic aim. The TRP is the overall package of pay, recognition, pensions and other benefits by which we compensate staff for their contributions to Imperial's mission.

The College supports many initiatives to support staff in their personal life ([flexible working](#), [private health insurance](#), [staff networks](#), [support for staff](#), [childcare](#) and [carers](#))

# Imperial College London

[Benefits](#) to support an active lifestyle and health initiatives, such as free health checks for over 50s and [cycle to work scheme](#), whereby you apply for an interest free loan for the purchase of a bicycle to encourage cycling to work for fitness.

## Childcare

Our staff have access to the [Early Years Education Centre](#) which is the College's 'Outstanding' Ofsted rated nursery, located at the South Kensington Campus. We also have other [affiliated nurseries](#) located at other campuses. All staff working directly with children have specialist training, and children benefit from continuity of care.

Imperial offers [support with EYEC fees](#) in the form of a salary sacrifice scheme enabling parents to pay fees before tax and national insurance contributions are taken. A reduced fee rate is available for students.

## 9. Applications

Our preferred method of application is online, on our website at the following link: [Imperial Career's site](#) (select "Job Search"). Please apply online, uploading any relevant supporting documents such as a cover letter, full CV, which should include:

- degrees (including universities and dates);
- past and present posts, list of publications;
- brief description of current and future research plans;
- teaching statement and evidence of teaching scores;
- information on research grants and contracts which have been obtained, student supervision, etc;
- information regarding public engagement undertaken with research activities. Examples include participating in festivals, working with cultural venues; creating opportunities for the public to inform research; researchers and the public working together to inform policy; citizen researchers and web based experiments, public debates, etc.

All candidates will be contacted after the shortlisting is completed.