Job Description & Person Specification

Post title: Head of Academic Developments and Partnerships in STEM	**Post No:** 009744
School or Department: School of Science and Technology	**Date created:** November 2021
Grade: Academic Head of Department	**Hours per week:** 37
Other requirements of the role: Some international travel	
Immediate line manager: Executive Dean	
Title & Grade of posts line managed by postholder: As appropriate	

Job purpose:

- Contribute to the leadership of academic developments and partnerships in the School to achieve the School's ambitions, objectives and targets.
- Contribute to short, medium and long-term planning, ensuring continued quality and sustainability of the School's portfolio.
- Contribute to the development and delivery of NTU's Strategic Plan and the School's strategic and operational objectives
- Contribute to the development of the School's academic portfolio and knowledge exchange activities to strengthen engagement with and impact on local business and community, and to improve international connectivity.
- Develop and facilitate effective communications and partnerships with relevant external stakeholders.
- Be an active and engaged member of the School's leadership team, working closely with colleagues within the School and across the University.

Principal duties and responsibilities:

1. To work closely with the Dean to identify, create and deliver new opportunities in order to secure additional income streams, particularly in relation to new academic provision.

2. To develop and manage key external partnerships and communicate effectively with external partners towards achievement of School strategy, objectives and development outcomes.

3. To lead the School's internationalisation activity to ensure delivery of strategic ambition and objectives, with direction from the Dean, Deputy Dean and Associate Dean Research as appropriate.

4. To lead on areas of curriculum development, such as the development of continuous professional programmes, higher technical qualifications and new international programmes, with the direction of the Deputy Dean.

5. To lead on knowledge exchange and outreach for the School offering opportunities for students and staff to positively impact local communities and business.

6. To share accountability for the strategic decision making, operational leadership and monitoring of School performance, as a member of the School Executive Team.

7. To lead project planning and delivery, particularly with respect to academic and international developments.

8. To oversee the development of the Teaching and Practice pathway as a career progression route for colleagues.

9. To travel internationally as appropriate to develop and foster international partnerships and business.

10. To take academic oversight of workload planning for the School to ensure effective delivery of operational and strategic plans.

11. To lead the implementation of the School's communication strategy, both internal and external, working with colleagues across the School and University as appropriate.

12. To participate in relevant internal and external committees, networks and working groups and represent the Dean, Deputy Dean and Associate Dean for Research as appropriate.

13. To lead the implementation of staff facing policies and development initiatives, including those relating to equality, diversity and inclusion, liaising with Human Resources and Organisational Development as required.

14. To provide academic leadership in the development of the School's resources, facilities and digital infrastructure, liaising with the Head of School Operations, Digital Technologies and the Estates departments as required.

15. To support the work of the Deputy Dean and Associate Dean of Research as appropriate.

16. To promote a culture of inclusivity, diversity and collaboration, in which individuals are respected and valued in line with university policies and ensuring all statutory obligations are met.

17. To support the delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.

18. To support the Dean in the achievement of financial plans for the School, when requested.

19. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.

20. To contribute to the appropriate leadership, planning and support for development of staff within the School as appropriate to the role.

21. To maintain own academic standing and authority through teaching and practice activities, developing and maintaining an external profile.

22. Where appropriate, to lead on designated cross-School and/or cross-University activity and initiatives.

Please note that this Job Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the Dean of School and in discussion with the post holder. Some of the above responsibilities may be delegated appropriately.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	**Essential**	**Desirable**
Knowledge	In depth knowledge of approaches to teaching and knowledge exchange in one or more subject areas in the School of Science and Technology. Highly developed knowledge and understanding of how to identify and deliver new business opportunities in STEM subject areas. A good understanding of the national and international context of higher education. An understanding of public policy relating to the Higher Education sector in the UK.	
Skills	Strong interpersonal skills, with the ability to negotiate, motivate and influence. Excellent communication skills, with tolerance and awareness of cultural diversity. Excellent planning, organisational and data analytical skills, Credibility and integrity in dealing with people at all levels and particularly at a senior level. Ability to manage and be accountable for budgets. Ability to respond to the external environment and to lead organisational and cultural change. Resilient, able to work under pressure and to tight deadlines.	
Experience	Experience of working in a leadership role, involving strategy and operations, within a higher education institution or equivalent.	Experience of project management

| | Track record of success in income generation within at least one area of the School's interest, including the development of funding bids.

Experience of leading the planning and delivery of academic programmes, e.g. major international programmes, training programmes with employers.

Experience of leading initiatives to improve the student experience.

Extensive experience of working with academic quality frameworks, quality processes and procedures.

Experience of building and maintaining relationship with external stakeholders and partners, e.g. business, international academic partners.

Some line management experience. | |
| **Qualifications** | A PhD in a subject relevant to one of the disciplines in the School, or a degree with extensive professional practice experience in a subject relevant to one of the disciplines in the School

Fellowship of the Higher Education Academy or a PG Cert or equivalent | Senior Fellowship of the Higher Education Academy |

Competencies

Essential Competencies

Leading and Coaching (Level 4)
Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communicating and Influencing (Level 4)
Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. incorporates wider political factors into influencing strategy.

Organisation and Delivery (Level 4)
Adopts a long term view and plans resources accordingly. Develops local strategy in support of the University's Strategic Plan and develops resourcing models to underpin implementation.

Making Informed Decisions (Level 4)
Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.

Customer Focus (Level 4)
Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.

Entrepreneurial and Commercial Focus (Level 3)
Spots and progresses business opportunities and opportunities for collaborative working externally and internally.

Creativity and Innovation (Level 3)
Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery.

Job Description and Person Specification created by (post title): Dean