



**Head of School**

**Purpose**

To provide effective strategic leadership and management of a School. Deliver a positive contribution to the Faculty Management Team and promote, develop and enhance provision within the School in line with the Faculty strategic and operational plans and the University strategic plan.

**Leadership and team building**

Provide strategic leadership to the School in the areas of learning and teaching, research and enterprise and wider engagement.

Ensure the achievement of agreed performance standards across the School's provision (relevant performance standards may include REF results, research and enterprise income and impact, National Student Survey (NSS) results, student recruitment, student retention, employability etc.)

Ensure high standards are maintained in the conduct of all the School's activities.

**Managing people**

Create a working environment within the School and Faculty that is supportive of staff and encourages active engagement and a positive contribution from individuals.

Ensure there is a strong emphasis across the School on communication with staff and there are appropriate mechanisms in place to underpin this.

Oversee the effective deployment of staff resources within the School

Ensure the allocation of appropriate workloads within the School.

Ensure that workforce planning is undertaken across the School on a systematic basis in line with University policy.

Oversee the effective management of change across the School.

Lead and support high performance within the School. Ensure that individuals have clear SMART objectives and participate in effective performance reviews in line with University policy.

Participate fully in the University's performance review process as reviewer and reviewee.

Ensure compliance with University people management and health and safety policies.

**Managing resources**

Utilise the School budget effectively.

In liaison with the Faculty Financial Controller ensure appropriate accountability for effective budgetary and financial management in the School.

**Policy and planning**

Formulate and implement School academic and business plans ensuring that these are aligned with the strategic objectives of the Faculty and University.

**Student learning experience**

Ensure the optimum student experience through adoption of a consistent customer focus across the School.



Work collaboratively with colleagues across the Faculty and wider University, including those in central professional services to ensure the best academic experience for the School's students.

Develop the scale and range of high quality academic provision and support/develop new methods and modes of delivery.

Proactively monitor and review the quality of provision within the School.

Ensure the standards of the University's awards are maintained and provision maintains professional recognition and accreditation as appropriate.

### **Collaborative working, networking and liaison**

Promote and enhance the reputation of the School nationally and internationally.

Represent the interests of the School within the Faculty and University.

Embed employer engagement, enterprise and entrepreneurship across the School's areas of provision.

### **Corporate responsibilities**

Participate effectively and collegiately as a member of the Faculty senior management team

Participate in Faculty and University projects and initiatives as directed.

Participate in the operation of the University's policies and procedures.

### **Expertise and experience requirements**

- Good first degree
- Postgraduate and/or professional qualification in relevant area
- A higher degree, PhD or professional doctorate in a relevant academic area
- Professorial status or the eligibility to be awarded professorial status upon appointment is desirable.
- Relevant management experience in an academic or commercial environment
- Ability to manage people, budgets and other resources and deliver projects.
- A track record of successful development, management and delivery of relevant projects
- Ability to achieve performance targets and supporting others to meet their performance targets
- A track record of Higher Education teaching, research or third stream activity.
- Experience and understanding of QAA requirements.

#### *Able to demonstrate:*

- Strategic focus with strong leadership and management skills including excellent analytical, communication and presentation skills.
- Strong interpersonal and facilitatory skills.
- Ability to work collaboratively in a team, to lead and to inspire high quality performance in others.
- High levels of motivation with ability to determine and achieve own targets and objectives
- Ability to build effective relationships and interact with students, colleagues, external clients, stakeholders and fellow professionals and to work collaboratively
- Experience and/or ability to plan, manage and implement change in an academic environment while maintaining the confidence of staff at all levels.
- High level of professionalism, enthusiasm and commitment.
- Good organisational skills
- Strong negotiation skills
- Good IT skills

This is a role descriptor for a non-substantive role carried out by academic staff. It provides guidance on key responsibilities and expectations of a common role academic staff may undertake within their broader substantive academic job. The tasks and responsibilities outlined do not have an impact on grade but may have an impact on local workload allocation. This role may be combined with others.

Such roles may be used by role holders to demonstrate professional development, support a case for contribution pay, or to support a case for progression / promotion to a different substantive academic job.