



Job title	Head of School	Job family and level	Research and Teaching Level 7
School/ Department	Computer Science	Location	

Purpose of role

To lead, inspire and develop the School, with and through its leaders, to ensure it achieves the highest possible standards of excellence in all its activities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	
1	<p>Personal Responsibilities</p> <ul style="list-style-type: none"> ▪ Demonstrate strategic leadership, acting as a consistent role model. ▪ Develop and provide leadership of a strong School Leadership Team. ▪ Line manage the School Leadership Team in accordance with delegated responsibility from the Faculty PVC; setting appropriate goals and accountabilities. ▪ Be accountable to the FPVC for all aspects of the performance and running of their School. ▪ Be accountable for resource and budget management, as devolved by the Faculty PVC, for the effective planning, management and delivery of target budgets allocated. ▪ Develop the educational and research capacity and talent of the school; working with the Faculty PVC and APVCs as appropriate. ▪ Actively contribute to the Faculty Executive and Faculty Board and the overall leadership and management of the Faculty, including strategic planning and direction setting. ▪ Undertake functional responsibility for specific agreed Faculty cross cutting activities when requested. ▪ Engage in on going personal development relevant to the role. 	
2	<p>Responsibilities to be delivered through the School Leadership Team/other School leaders</p> <p>Alongside the FPVC and APVCs, and with help and support from other leaders within the School to:</p> <ul style="list-style-type: none"> ▪ Develop and implement the academic strategy and subject matter discipline of the School; ensuring that the School's strategy is in line with University and Faculty strategic plans and direction. Embed internationalisation as appropriate. ▪ Promote and represent the School, Faculty and University both internally and externally. Role model the culture and ethos of the University to enhance its 	

	<p>reputation. Provide an external voice for the School and promote international partnerships.</p> <ul style="list-style-type: none"> Contribute to University led activities on behalf of the School, for example Senate and Senior Leaders Forum. Serve as a point of contact between the University, the Faculty and the School. 	
3	<p>Deliver Excellence via others</p> <p>Research</p> <ul style="list-style-type: none"> Enable achievement of the Faculty's research strategy/priorities. Facilitate a dynamic and forward looking research environment which fosters integration and collaboration. Develop and maintain the highest research standards. Ensure the highest levels of quality, integrity and ethics in all research undertaken. Maintain oversight of REF preparations, grant capture and study leave. <p>Teaching and Students</p> <ul style="list-style-type: none"> Ensure the continuous improvement of teaching and learning to provide the best possible teaching and student experience. Ensure students are at the heart of the University and that opportunities are identified that can enabled students to be included in appropriate decision making processes. Deliver student recruitment targets, in conjunction with central admissions teams. Effectively dealing with Student complaints. <p>Knowledge Transfer</p> <ul style="list-style-type: none"> Enable others to create and exploit new opportunities for knowledge transfer activity to secure additional income streams and new areas of research/teaching 	
4	<p>People Management</p> <ul style="list-style-type: none"> Engender a values-based culture driving excellence in staff engagement, communications, equality, diversity, dignity, inclusion and wellbeing, within and beyond the School environment. Foster an ethos of cooperation, collaboration and mutual respect. Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the School/Department. Develop and deliver appropriate structures for management, consultation, decision making and communication with staff and students. Provide people-focused leadership; creating and setting a vision for the future which staff understand and engage with. Facilitate the development and empowerment of all staff supporting them to excel. Develop and deliver the School's people planning (including ensuring appropriate resources are in place). Ensure that staff performance is appropriately managed and that fair workload allocation is in place. Ensure all staff in the school are appropriately managed, where needed following relevant HR policies and tackling issues of complaints and conflict in a timely and appropriate manner. Implementing a recruitment strategy in consultation with the Faculty 	
5	<p>Financial Management</p>	

	<ul style="list-style-type: none"> Empower the School's Senior Team to manage devolved budgets and income and expenditure to promote financial sustainability and drive growth of income and/or value for money requirements in line with agreed KPIs. 	
6	<p>Health and Safety Policy</p> <ul style="list-style-type: none"> Be responsible for Health and Safety within the School. Create a positive, open and supportive health and safety culture where staff at all levels proactively engage with their own and others safety and health, aligned to current University policies, processes and best practice. 	
7	<p>Governance / Assurance</p> <ul style="list-style-type: none"> Ensure that all appropriate University policies, operating procedures and regulations are implemented. 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> People centred leadership skills. Commitment to equality of opportunity for all. Strategic thinker, with effective analytical capability to facilitate conceptual thinking, innovation and creativity. Effective communication skills. Able to delegate and manage a number of competing demands Flexible and willing to adapt to changing circumstances. Ability to exercise judgement, make decisions and take appropriate risks (which are in the best interests of the School and the University). Solution focused. 	<ul style="list-style-type: none"> Skills in coaching and developing others in best practice techniques. Good ambassadorial and diplomatic skills.
Knowledge and experience	<ul style="list-style-type: none"> Experience of managing staff, with the ability to lead, whilst working as a member of a team. Ability and drive to lead, motivate, develop and manage the performance of a team to achieve high performance. Ability and drive to plan and lead the delivery of research and teaching programmes and to develop sources of funding. Strong academic record and standing. In addition to the essential criteria stated above the applicant must also be able to show evidence a minimum of 2 of the 4 criteria below: <ul style="list-style-type: none"> Experience in leading the design of research techniques and methods. 	<ul style="list-style-type: none"> Professorial level in relevant area. Experience and capability to act as a role model in the areas of research and teaching as appropriate. Established and widely recognised for excellence in relevant field.

	<ul style="list-style-type: none"> ○ Previous experience and success in raising and managing grants and contracts. ○ Proven experience of developing/implementing innovative teaching and learning experiences. ○ Experience of delivering high quality student experience in the teaching and learning discipline. 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ An appropriate higher degree, for example PhD, MD or professional doctorate, in a relevant academic area. 	<ul style="list-style-type: none"> ▪ Professorial level in relevant area. ▪ Experience and capability to act as a role model in the areas of research and teaching as appropriate. ▪ Established and widely recognised for excellence in relevant field.



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

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	Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
Taking ownership	Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
Forward thinking	Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
Professional pride	Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
Always inclusive	Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others

