

## **Deputy Head of Department in Mathematical Sciences**

### **Job description:**

To support the Head of Department in leading and managing the department so that it delivers excellence in the full portfolio of academic activity. To take an active role in the Department Executive with specific responsibilities for career development and promoting leadership in the department.

### **Principal responsibilities:**

- To contribute to the formation of strategy and plans at Department Executive level.
- To be aware of the department's contribution to university and faculty strategic plans and to act as an alternate to the Head of Department at department/faculty/university level meetings when necessary.
- To coordinate the department's promotion process through the role as chair of the Departmental Promotions Committee.
- To support the development of early career researchers.

### **Person specification:**

- Familiarity with, or willingness to learn, the administrative and management systems of the university.
- Credible track record of academic excellence and willingness to contribute to the strategic development of the department.
- Commitment to nurturing talent, recognising contributions and providing opportunities for professional development.
- Ability to manage multiple administrative tasks and to deliver tasks by agreed deadlines.