

Deputy Head of Department (Physics)

Job description:

To support the Head of Department in providing effective leadership and management of the Department of Physics.

The Deputy Head of Department will be a member of the Department management team and as such will be required to take an active day-to-day role in running the Department, in consultation with the Head of Department.

Principal responsibilities:

1. To contribute to the formation of the strategy and plans at Departmental level, through interaction with colleagues, environment scanning and assessment of opportunities and risks;
2. To be aware of the Department's contribution to University and Faculty strategic plans through engagement with colleagues, environment scanning and assessment of opportunities and risks;
3. To aid with the planning and managing of the human, financial and physical resources allocated to the Department;
4. To assist with the management of academic staff of the Department, including staff development, performance review, recruitment and selection;
5. To undertake additional responsibilities as periodically agreed with the Head of Department (e.g. attendance at Faculty/University level meetings).

Person specification:

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