

Job Description for Head of Academic Department

Job Title: Head of Department
Grade: Senior Manager
Period: Three years in the first instance

Reporting to: Dean

Reporting to

Job Holder: Staff within the Education and Research Job Family and other staff within the Department as delegated by the Dean

Overall Purpose:

To lead and manage the department so that it realises its potential and delivers excellence in the full portfolio of academic activity, within the context of the operation and strategic development of the Faculty and University.

Principal Responsibilities:

- To contribute to the formation of strategy and plans at Faculty level, through engagement with the Dean, Associate Deans and Faculty colleagues, environment scanning and assessment of opportunities and risks
- To ensure delivery of the Department's contribution to University and Faculty strategic plans.
- To support and develop academic leadership in the department and wider community
- Effective management of all staff in the Education and Research job family, plus other staff as delegated by the Dean, through the establishment and operation of an effective Departmental leadership team
- Appropriate and effective management of the Departmental budgets.
- Management of the Department's physical estate as appropriate, in collaboration with the Faculty, Department of Estates and other agencies.
- Ensuring that Health, Safety and Environmental practice in the Department complies with University policy and regulations.
- Ensuring effective representation of the Department's interests within and outside the University
- Ensuring that the activities of the Department are undertaken in accordance with the governance, policy and regulatory frameworks of the University.

Person specification

Knowledge and skills	Evidence / demonstrated by
Familiarity with the administrative and management systems of the University	Contributions to programme-, department-, Faculty- or University-level committees or working groups
Strong interpersonal communication skills including negotiation and influencing	Track record of successful communication through involvement in, for example, teaching teams, research networks, department committees, project boards
Ability to manage difficult situations	Demonstrated performance in appropriate circumstances
Good decision-making skills	Demonstrated performance in appropriate circumstances
Ability to set and communicate clear vision and expectations for departmental and individual performance	Contributions to communication and engagement initiatives
Experience	
Credible track record of high-quality academic work	Professorial status, or exceptionally Senior Lecturer or Reader, with significant evidence of performance in leadership and management roles
Experience in managing budgets and academic programmes (research and / or teaching)	Appropriate previous role(s)
Experience of effectively line-managing individual members of staff and teams	Indicators of effectiveness in previous role(s)
Attributes	
Ability to create a collegiate atmosphere and willingness to take account of diverse views, while accepting responsibility for decisions	Demonstrable record of appropriate leadership in research, teaching and/or other group situations
Commitment to excellence in academic endeavour	Demonstrated high performance standards in (two or more of) research, teaching, leadership and enterprise
Commitment to nurturing talent, recognising contributions and providing opportunities for professional development	Demonstrable record of appropriate leadership in research, teaching and/or other group situations, e.g. postgraduate and research staff supervision
Commitment to challenging poor performance and inappropriate behaviour	

Integrity: keeping promises, following through on commitments, demonstrating the values expected of others	Evidence of appropriate behaviour

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