



Job Title: Pro Vice-Chancellor and Head of the College of Science and Engineering
Salary: Competitive with a £30,000 additional responsibility allowance for tenure as Head of College
Department: College of Science and Engineering
Hours/Contract: Full-time
 This appointment is initially for a four-year period. When the term is completed, you will be offered a professorial position on a permanent basis.
Reference: 11435

Role Purpose

As Pro Vice-Chancellor and Head of College and a member of the University’s Executive team you will play a key role in shaping the University’s future strategic direction and driving its implementation. You will be an outstanding academic leader accountable for the academic and financial management of the College.

You will lead on the development and implementation of College strategies and operational management in line with the University’s strategy, aims and objectives. You will be responsible for excellence in research, teaching, student experience, and enterprise, deepening inter-school collaboration, through effective leadership, annual planning and resource management.

Working with Heads of Schools, you will provide outstanding leadership and seek to identify creative and innovative ways of working, implementing service improvements to services and staff.

Main Duties and Responsibilities

Leadership

- Play an active role in the Executive Board, assisting in achieving the University’s Strategic Plan and goals, contributing to University planning and to the formulation of policies and procedures and taking a lead on specific issues and implementation at college level.
- Explore opportunities in relation to teaching and learning, research and enterprise for the College’s portfolio, building development opportunities, networks and partnerships including active collaboration with national, international stakeholders in government and industry roles.
- Provide outstanding leadership in people management, defining and setting standards of excellence in research and teaching.

Strategic Planning and Operational Management

- Manage financial, staffing and other resources to ensure achievement of the University’s strategy and compliance with financial and other controls.
- Set strategic and operational objectives for the college, with respect to teaching, research and enterprise to support growth opportunities.
- With the Heads of Schools, and with and Deans of Teaching and Research and Academic Centres, develop, implement and regularly review the College Plan, setting performance targets consistent with the University’s strategic direction.





- Explore opportunities to further expand the College's portfolio.

People and Resource Management

- Manage the Heads of School, College Deans and Executive Director of Space Park Leicester to provide outstanding leadership, playing an active role in recruitment, management and development of people in conjunction with Human Resources and relevant policies and procedures.
- Work with Heads of Schools and College Deans to achieve agreed income and other targets including proactively increasing enterprise and commercial opportunities.
- Actively promote the diversity and inclusivity of the College by continuing to drive and build upon our culture including maintaining and extending our Athena Swan accreditation.

Research and Teaching

- Develop and implement coherent strategies to deliver and set high standards of excellence in research and teaching, ensuring operational frameworks exist to ensure delivery of the objectives.
- Ensure an effective strategy is implemented with regards to REF, KEF and TEF, ensuring the attraction of research funding and effective bid and funding management.

External Representation

- Promote the University values of high standards of professionalism in teaching and research, focusing on the needs of students and other stakeholders, collegiality, interdisciplinary, integrity and community service.
- Promote the well-being of staff and students in the College, fostering a culture of respect in all aspects of operation and leading.
- Promote the College as a place of international repute in which to study, research and work and encourage international collaboration and exchange.

Qualifications, Knowledge and Experience

Essential

- Significant research and/or teaching profile that aligns with one or more of the key strategic priorities for the College.*
- Significant and demonstrable track record of successful leadership, strategic development and delivery gained within the academic sector.*
- Recent demonstrable experience of leading a large complex unit e.g. School, Department and supporting/leading projects across a College/the University.*
- Demonstrable experience of leadership and turning plans into action, taking into account developments in the competitive landscape as well as the particular characteristics of the current Leicester experience.*





- Ability to think strategically, develop vision for the future of the University/College with demonstrable experience of strategic leadership and delivery.*
- The capacity to manage a substantial financial resource, with proven experience in the delivery of complex budgetary processes, ideally involving other external partners.*
- Experience of successfully managing staff, with the ability to combine both decisiveness and a consensual approach to management where necessary.*
- A demonstrable track record of working with academic partners.*
- Extensive knowledge of developments in the Higher Education arena, both nationally and internationally, and a high regard for research, scholarship, teaching and learning.

Desirable

- Knowledge and experience of distance learning will be an advantage

Skills, Abilities and Competencies

Essential

- Proven capabilities as a leader and manager with a flexible, inclusive and collegial management style appropriate to the complexity and diversity of the University.*
- Ability and track record of leading continuous organisational change and development effectively.*
- Demonstrable commitment that inspires academic excellence.
- Outstanding communication skills, natural authority and a commitment to excellence in all areas.
- The ability to influence and gain the confidence of colleagues from a breadth of academic disciplines, in particular those other academic areas in the College structure.
- Financial and commercial acuity, and the ability to formulate robust business plans to support the College's strategic priorities.
- Demonstrable commitment to the promotion of equity and diversity. The ability to secure widespread engagement in and commitment to such a vision, and to motivate colleagues around its delivery.
- The ability to respond to changes in the external political, policy and educational environments.
- A commitment to the development of the College's culture and systems to facilitate the recruitment and retention of outstanding colleagues.
- Evidence of excellent negotiating and influencing skills.
- The ability to undertake a substantial ambassadorial role and to establish effective relationships with government, funding bodies, research councils and other stakeholder organisations in the UK and internationally.
- Outstanding communication skills, natural authority and a commitment to excellence in all areas.





- A commitment to people development and the organisational values and behaviours that underpins the culture and values of the University.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity, Diversity and Inclusion

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

