



**Job Title:** Head of Department

**Post Responsible To:** Head of College

**Role Purpose:**

Heads of Department are academic leaders in their disciplines and work with their Head of College, Deans for Research and Education and with other members of the College and School Leadership Team to deliver against the University strategic objectives. Headship offers the opportunity to play a transformative role in the future direction of your discipline, School, College and the University and to build on your management and leadership skills.

As Head of Department you will be responsible to the Head of College for the highly effective operation and development of your Department, ensuring that this aligns to University Strategy and will include:

- Providing effective leadership and management for the academic, teaching, research staff and resources.
- Ensuring stability of student recruitment to achieve target whilst maintaining minimum standard tariff score and develop a longer term plan for growth.
- Delivering an outstanding student experience increasing student satisfaction shown in NSS results, which in turn will ensure we retain a silver rating in TEF5.
- Effective management of the department’s research and enterprise programmes to increase research performance, reputation and funding.

**Principal Responsibilities**

**Research and Enterprise**

Working closely with the School Director of Research, Enterprise/Impact Officer and PGR Director, and in partnership with the College Dean for Research and Pro-VC Research, you will be responsible for:-

- Develop and maintain coherent Department research plans to deliver high quality and competitive research securing substantial external funding and making a major contribution to the national Research Excellence Framework assessment.
- Developing and supporting effective impact.
- Managing applications for research funding proactively.
- Establishing departmental links with external agencies, such as graduate employers, professional bodies, research councils and other funding bodies, for the benefit of the Department’s teaching and research including the commercialisation of research.
- Supporting and examining PGR students in accordance with the university’s policies and procedures.





## Teaching

Working closely with the School Academic Director/Programme Leaders/Senior Tutors and in partnership with the College Dean for Education and Pro-VC Student Experience, you will be responsible for:-

- Managing the delivery of the Department's teaching programmes and a high-quality teaching and learning culture and student experience ensuring academic quality and standards through compliance with the University's quality assurance procedures.
- Planning teaching provision strategically.
- Instigating regular review of the academic offer, portfolio and curriculum.
- Investigating and responding to student complaints.

## Leadership

Responsible for the effective day-to-day running of the Department, including associated facilities, supported by a team of professional services staff, including:-

- Providing academic and strategic leadership
- Ensuring that Department activities inform and support college/university objectives.
- Working with other Heads of School/Department at College/University level to develop shared strategy and achieve its effective implementation
- Be an effective advocate for the Department in College and University debates, discussions and decision-making while also accepting their responsibility as academic leaders to consider alternatives.
- Acting as an Ambassador for the Department and Discipline, positively promoting your work and raising the external profile of research in Leicester.

## People Management

- Overseeing the career development of academic staff in the Department including supporting academic probation and promotion.
- Ensuring that academic staff performance is supported and constructively evaluated and that staff have opportunities for development and training, in accordance with University policies.
- Encouraging a culture of high performance and excellence, in which all members of staff are encouraged to identify areas and activities in which they will excel and all members of staff are able to participate in mentoring, coaching, collaboration and the sharing of best practice.
- Ensuring that academic staff Performance Development Discussions (PDD) and research interviews take place in accordance with university policy.





- Overseeing the recruitment and selection, probation and mentoring of new academic, teaching and research staff in accordance with University policies.
- Ensuring that teaching, research, enterprise and administrative duties are allocated in accordance with college/university guidelines by a transparent workload allocation model.
- Encouraging a culture of activity, communication and interaction that reflect our values and our commitment to inclusive, collegial and professional behaviour.
- Working closely with the College HR Business Partner to take appropriate measures to implement HR policies, procedures and guidelines.

### **Planning and Resource Management**

In partnership with the College Director of Operations, College Accountant and School/College professional services and/or management team:-

- Lead and engage staff in the development, discussion, delivery and ongoing evaluation of annual and longer-term plans of activities, ambitions and contributions, as part of the College planning process.
- Contribute to setting shared strategic objectives and priorities for the College and to formulating the college's business plan for resource allocation purposes.
- Managing financial, staffing and other resources effectively and efficiently within the assigned budget and other agreed parameters, to ensure achievement of the College's shared strategy and of compliance with financial and other controls.
- Ensuring that the department fulfils its statutory responsibilities (for example, in record keeping and health and safety) and observes the University's policies and procedures.
- Reviewing committee structure and frequency of meetings to ensure optimum efficiency and effectiveness, in accordance with University guidelines.
- Delegating administrative responsibilities to the School/cluster operations manager, Director of Research/PGR/teaching/exams, as appropriate.

### **Communication**

- Communicating the views and strategic priorities of the Department to the University and College appropriately and constructively.
- Communicating University and College decisions and policy to the School appropriately and constructively.
- Ensuring effective and efficient communication within the School, including the provision of appropriate forums or open meetings, in which they all members of staff can have an effective voice.





**Internal and External Relationships**

- Drive an outward looking vision for the Department.
- Interface with internal structure at College and University level.
- Represent the Department at Senior Leadership Group (SLG) and College Leadership Team (CLT).

**Qualifications, Knowledge and Experience**

**Essential**

- Academic Teaching Qualification or commitment to gain the appropriate category of HEA Fellowship. \*
- A PhD or equivalent substantial experience in a relevant field.\*
- An substantial record of research achievement in a related field, evidenced by an established reputation and publications in peer reviewed journals and other outlets of substantial standing.\*
- Proven ability to provide academic leadership in both research and teaching.\*
- Managerial experience. \*
- Demonstrated ability to manage and plan resources (human and financial).\*

**Skills, Abilities and Competencies**

**Essential**

- Proven ability to develop and implement vision and align staff with that vision, working closely and collaboratively with others.\*
- Excellent interpersonal and leadership skills to carry colleagues with you and lead the Department forward.
- Collegial and inclusive working style.
- Excellent written communication\*, oral communication and presentation skills.
- Entrepreneurial, with a demonstrated ability to generate external funding (through research grants, contracts or other sources) to support research programmes.\*
- Strong networking and external engagement skills.
- Commitment to high quality teaching and learning and to the synergy between teaching and research.

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

**Support**





**Heads of Department can expect their Head of College to:**

- Agree clear and consistent measures of success for the Head and for the Department.
- Acknowledge and celebrate success.
- Support the Head to introduce interventions which will lead to improved performance across the Department.
- Provide regular opportunities for constructive discussion of strategic and operational issues.
- Ensure that adequate support is provided through training, networks, mentors and/or action-learning sets.
- Ensure that Heads are aware of and engaged with the specialist support provided by the wider college leadership team.
- Facilitate collaboration between Departments, Schools and Colleges.
- Communicate University Executive Board (UEB) discussions and decisions as appropriate.
- Represent Department’s views and issues effectively at UEB and other University Committee’s.

**Heads of Department can expect their College Director of Operations to:**

- Ensure that teaching, research and enterprise are supported appropriately by Department professional services teams.
- Ensure that there is sufficient PA support to the head.
- Operate a strategic planning framework for the College to facilitate high quality discussion of strategic and operational issues.

**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.

**Organisational Values**

**VITAL - living our values**

Our values go to the heart of everything we do, from the largest research project through to day to day interactions with colleagues and students.

Our values are explained at length within the strategic plan and underpin our motto Ut Vitam Habeant (so that they may have life). But in order to give staff a quick and easy way to remember the values we have created VITAL, a simple acronym that will help ensure that they are reflected in everything we do.





**Valuing people** - We respect, trust and appreciate our people. We recognise others' achievements and our own. We celebrate success. We help everyone to achieve their potential.

**Innovators** - We have the confidence to solve problems creatively. We are always striving to improve our service. We are resilient, proactive, clear communicators. We nurture a safe environment for innovation.

**Together** - We work better when we work together. We collaborate with other stakeholders to share knowledge and best practice. We draw on others' expertise and create networks to develop new ideas.

**Accountable** - We are responsible for our actions. We hold ourselves and others to account and admit our mistakes. We agree what is expected and deliver on our promises. We are responsive and able to demonstrate where we've made a difference.

**Leaders** - We are confident professionals; we value knowledge and expertise and know when to use them. As leaders, we demonstrate integrity, honesty and transparency. We use our judgement and work well with others across all departments.

### Equality and Diversity

We believe that equality, 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 equality 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 equality, diversity and inclusion.

