

Job Title:	Professor in Mathematics and Head of Department
Grade:	10
Salary:	Competitive
Department:	Mathematics
Contract:	Permanent, full time, with 4 year tenure as Head of Department
Job Reference:	236

Role Purpose

We are seeking an outstanding academic, with first class leadership and management skills and an excellent track record in research. You will undertake research at of a world-leading standard, attract research funding and provide teaching leadership and direction.

As Head of Department you will work with the Head of College and with other Heads of Department and Schools to deliver University strategic objectives. You will be responsible to the Head of College for the highly effective operation and development of your Department, for the leadership and management of the Department's staff and resources, for the provision of high quality services to its students and for ensuring that the Department complies with the legal and other obligations.

Principal Responsibilities

Research and Enterprise (largely delegated to the Department Director of Research and/or Enterprise Officer)

- Providing research leadership and developing and enhancing the research profile of the Department
- Conducting research at an internationally competitive level and collaborating, as appropriate, aligned with colleagues in the Department, College and University
- Securing external funding to support research activity- including identifying opportunities and leading applications for large strategic funding initiatives
- Publishing research results in peer-reviewed journals and other outlets of international standing and disseminating these results at appropriate conferences, thus contributing to the external visibility and reputation of the Department
- Managing research projects, including their financial control, and supervising research staff, research students and support staff





Job Summary

- Developing and delivering coherent Department research strategies to deliver high quality research
- Managing applications for research funding proactively
- Planning and implementing an effective REF strategy
- Establishing Department links with external agencies, such as employers of graduates, professional bodies, research councils and other funding bodies, for the benefit of the Department's teaching and research including the commercialisation of research.

Teaching (largely delegated to the Department Academic Director/Programme Leaders)

- Providing leadership and direction to ensure that the teaching of the Department meets the requirements of the University, and its students
- Ensuring that the Department complies with the University and Department teaching quality assurance standards and procedures, including the provision of such information as may be required
- Ensuring that any requirements for accredited teaching programmes are satisfied
- Giving lectures, seminars, tutorials and other classes in support of the required teaching obligations, and to supervise project work by undergraduate and postgraduate students as required and insofar as other duties allow
- Leading colleagues in the continuous review of the curriculum and the development of new modules, degree streams and other academic awards where appropriate
- Ensuring that student feedback on teaching is obtained and responding constructively to such feedback and to advice from peers
- Recognising the challenges and possibilities of developing further distance learning courses, including in support of continuous professional development
- Undertaking the academic and administrative duties required to sustain the delivery of high-quality teaching
- Managing the delivery of the Department's teaching programmes.

Leadership (in consultation with the Head of College, College Leadership team and Department leadership team)

- Providing academic and strategic leadership
- Ensuring that the activities of the Department feed into and support college/university objectives





Job Summary

- Building links across departments/schools and colleges to promote interdisciplinarity in research and teaching
- Working with other heads of department at college/university level to develop strategy and achieve effective implementation.

People Management (in consultation with college HR business partner)

- Overseeing the career development of academic staff in the Department, ensuring that their performance is monitored and that staff have opportunities for development and training, in accordance with University staffing and equal opportunities policies
- Ensuring that academic staff Performance Development Discussions (appraisals) and research interviews take place in accordance with university policy
- Overseeing the recruitment, probation and mentoring of new academic staff in the Department in accordance with University policies
- Ensuring that teaching and administrative duties are allocated in accordance with college/university guidelines.

Planning and Resource Management (in partnership with college accountant and department/college professional services and/or management team)

- contributing to setting 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 strategy and 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
- delegating administrative responsibilities to Department Operations manager, director of research/PGR/teaching/exams, as appropriate.

Communication (in partnership with the Department professional services team)

- communicating University and college policy to the Department and Department views to the University and college
- ensuring effective and efficient communication within the Department





Internal and External Relationships

- Drive an outward looking vision for the Department
- Interface with internal structure at college and university level
- Represent (or delegate) the Department on UEB and College Leadership Team.

Planning and Organising

- Lead the planning process for the Department
- Take a role on organisation development and delivery of the Department

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 for a Department (or equivalent) and align staff with that vision, working closely and collaboratively with others*.
- Personal presence with excellent interpersonal skills to carry colleagues with you and lead the Department forward.
- Collegial 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.*



Job Summary

- Strong networking and external engagement skills.
- Commitment to high quality teaching and learning and to the synergy between teaching and research.
- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students.

Desirable

- Competency in IT and familiarity with a computerised environment.

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

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#) (for which we are currently Bronze award holders).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

Staff Benefits

- 38 days annual leave including 6 closure days and bank holidays
- Pension
- Discounted gym membership
- Childcare voucher schemes

