University of Sussex

Appointment of Head, School of Law, Politics and Sociology

Appointment Details – November 2019
Introduction by the Vice-Chancellor

Dear candidate,

The University of Sussex is a remarkable institution. The distinctive ethos on which it was established more than 50 years ago is still very much at the heart of the University.

The traditions of creativity, interdisciplinarity, innovation and intellectual rigour – in both education and research – play an important part in who we are. Building on this and against a backdrop in which English universities will be facing a period of political and economic change, Sussex is forging ahead and creating a new destiny.

We are in strong health. The University is ranked in the top 40 for most major UK league tables this year and in the top 150 worldwide in the Times Higher Education World Rankings as well as being ranked number one in the world for International Development in the QS World University Rankings for the last three years.

The School of Law, Politics and Sociology is a diverse, collaborative community bringing together the Sussex Law School and the Departments of Politics and Sociology. These three vibrant academic units are all committed to excellence in teaching, and they are all engaged in cutting-edge research. Research lies at the heart of the School, and underpins our teaching. We strive for our work to have positive, real-world impact across a variety of fields. We endeavour to share our research and engage with people to have thoughtful discussions that shape the work we do.

This is an exciting time in the University’s history as we look to build on the past and redefine Sussex’s distinctiveness for the 21st century.

I hope you will join us in playing a part in shaping the future of a thriving University, with strong values that we believe make Sussex a very special place.

Professor Adam Tickell, Vice-Chancellor
We have challenged convention since the University’s foundation in 1961. Today, our staff, students and alumni continue these traditions, making their own extraordinary contributions locally, regionally, nationally and globally.

Our lecturers deliver programmes of study that inspire students to develop the skills that make their education count, and that give them the confidence to make their mark in their chosen field.

Our staff conduct original research to explore the great questions of our age. Their findings impact policy and practice for businesses, NGOs and governments, ensuring that Sussex students are also at the forefront of knowledge in their subject.

Creative thinking, pedagogic diversity, intellectual challenge and interdisciplinarity have always been fundamental to a Sussex education. The University’s goal is to deliver teaching and learning programmes that are informed by current research, are attractive to students from all socioeconomic and cultural backgrounds, and that deliver skills for life.

The University is committed to widening access for candidates from lower-income families, and awards a high number of scholarships and other types of financial support.

Our five core values will shape what we say and do. We will support our staff, students and alumni to create a flourishing and strong Sussex culture that continues our traditions of disruptive creativity and innovation:

1. Kindness
2. Integrity
3. Inclusion
4. Collaboration
5. Courage
‘Sussex 2025’ is an ambitious, bold and distinctive strategic framework, reflecting a university that has been truly distinctive throughout its history.

Our Framework for Continuity and Change

The University of Sussex has a long tradition of experimentation and innovation that has made a real difference to the lives of many students, and those who benefit from our research and wider endeavours. We will build on these achievements and evolve as a better university, dedicated to making a better world.

Our framework will guide the institution to 2025 and beyond. It is a seven-year transformation – an expression of what we stand for and how we will continue to build on our success whilst reinventing ourselves for the future.

In uncertain and changing times, we will need to make tough choices if we are to turn our ambitions into reality. By working towards a shared vision, and having an understanding of our common goals, we will prioritise our efforts. Our Strategic Framework is based on four dimensions:

- Research with Impact
- Learn to Transform
- Engage for Change
- Build on Strengths

For details of the full framework please visit: https://www.sussex.ac.uk/strategy/
School of Law, Politics and Sociology

Research

The School of Law, Politics and Sociology is a vibrant research unit within which faculty undertake research on a wide range of topics, as individual researchers, within domestic and international teams of researchers, and within renowned research centres, including:

- Centre for Information Governance Research
- Sussex European Institute
- Centre for the Study of Corruption
- Centre for Gender Studies
- Sussex Centre for Human Rights Research
- Crime Research Centre

The School works with scholars within the UK and internationally, with governmental and non-governmental organisations, with the private sector and the media, and has strong links with research and community projects from the local Sussex area to the United Nations. The School has a wide range of research training courses at postgraduate levels, encourages students to realise their potential in research and seeks to prepare them on an individual basis for professional life after the completion of their studies.

Many faculty in the School are successful in attracting external funding, publishing their work in highly reputable outlets, and engaging on matters relating to their expertise with the media and others in the public and private sphere.

Engagement

The School is committed to sharing its collective knowledge, skills and experience with the local community, through mutually beneficial partnerships and activities.

Staff and students are continually developing new and innovative ways of engaging with the community. The School’s clinical legal education programme grows in reach year-on-year, and the School is providing training and funding support for our members to undertake work in the local community.

The School is committed to improving access to higher education for all young people. Widening participation is about breaking down barriers and helping all young people through the decision making process so that they can access the right course and university for them. It is about supporting all students to succeed, grow in confidence and progress to a graduate level job or further study. The departments of Law, Politics and Sociology are all involved in a range of pre-university widening participation programmes including Taster Subject Session days, the Making Choices Programme for year 10 students and the Sussex Study Experience.
The Law School supports individual and collaborative research through hosting conferences and workshops, engaging in interdisciplinary research and developing inter-professional networks. Research Groups include:

- Family, Relationality and Kinship
- Art and Law
- Property, Land and Environment

Courses offered at undergraduate level by the Law School include:

- Law LLB
- Law (Graduate Entry) LLB
- Law with a Language LLB
- Law with a Language (with a study abroad year) LLB
- Law with American Studies (with a study abroad year) LLB
- Law with Business and Management LLB
- Law with Criminology LLB
- Law with International Relations LLB
- Law with Media LLB
- Law with Politics LLB

Research at the Department of Politics is comparative, international, interdisciplinary and at the cutting edge. It covers Europe, Britain and the international dimension. Research is focused around four key areas:

- Comparative Representative Politics
- European Integration
- Citizenship and Migration
- Corruption

Courses offered at undergraduate level by the Department include:

- American Studies and Politics (with a study abroad year) BA
- Economics and Politics BA
- History and Politics BA
- Law with Politics LLB
- Philosophy, Politics and Economics (PPE) BA
- Politics BA
- Politics and International Relations BA
- Politics and Philosophy BA
- Politics and Sociology BA
Sociology is a research-intensive department whose work is influencing and driving public debates and policy developments worldwide. The Department strives to better understand our world by developing a deeper theoretical understanding, and seeks to innovate across sociology, criminology, and numerous interdisciplinary fields. Research is driven by a desire to tackle real-world questions, whilst also contributing to a deeper theoretical understanding of all branches of society. Research is broadly clustered around five themes:

- Criminology, Violence and Transgression
- Gender Politics and Society
- Health, Medicine and Care
- Political Sociology, Migration and Human Rights
- Social Theory, Identity and Culture

Courses offered at undergraduate level by the Sociology Department include:

- History and Sociology BA
- International Relations and Sociology BA
- Philosophy and Sociology BA
- Politics and Sociology BA
- Sociology BA
- Sociology and Cultural Studies BA
- Sociology and International Development BA
- Sociology and Media Studies BA
- Sociology with a Language BA
- Criminology BA
- Law with Criminology LLB
- Criminology and Sociology BA
- Psychology with Criminology BSc
The Sussex Campus

Designed by Sir Basil Spence, the buildings that make up the heart of the campus were given listed-building status in 1993. Falmer House is one of only two post-war educational buildings in the UK to be Grade I listed in recognition of its exceptional interest.

The campus is undergoing sustained investment and development to support Sussex's academic mission with new teaching buildings, new student residences, refurbishment of several teaching buildings and the Library, and the reopening of the Attenborough Centre for the Creative Arts.
Working at Sussex

Childcare
There is a nursery on campus for children aged three months to five years, operated by The Cooperative Childcare. It is open daily from 7.30am–6.30pm.

Library
Library facilities are available to all members of staff. The Library is open around the clock during term time. The Library’s special collections, now housed at The Keep, include the papers of Rudyard Kipling, the New Statesman archive, Virginia Woolf’s Monks house papers, many of Lord Richard Attenborough’s scripts and papers, and the Mass Observation Archive.

Retail
There is a supermarket and post office, an academic bookshop, the Students' Union shop, a pharmacy and a bank on campus. In term time, there is also a weekly outdoor market.

Sport
Sports facilities include sports halls, fitness rooms, a dance studio, squash courts and outdoor pitches. There is an extensive drop-in group exercise and courses programme including yoga, dance, pilates, trapeze, circuit training and aerobics.

Sussexsport holds an annual boundary walk and boundary run for staff and students around the Sussex campus. It also offers children’s birthday and sports parties from age two upwards and a full programme of sports camps and activities in the school holidays for children aged 5–16.

Sussex Centre for Language Studies
The Sussex Centre for Language Studies provides a range of courses throughout the calendar year in English Language and Modern Languages that are open to staff as well as students. You can also use the Language Learning Centre to study over 50 world languages.

Catering and Conferences
Sussexfood offers extensive catering facilities in Bramber House, as well as cafés across campus. There are also conference and hospitality services. You can also use the Students’ Union bars and shop.

Sussex Lectures
All staff are welcome to attend professorial lectures by Sussex academics and other talks by visiting lecturers and speakers.
The Attenborough Centre is a state-of-the-art performance and display space that re-opened in 2016 after extensive refurbishment. The Attenborough Centre has a growing programme of performances and events and is a Brighton Festival Venue.

Sussex has just launched a new flexible working strategy, giving employees flexibility on where, when and the hours they work. The University is happy to explore the potential for flexibility in this role. Hours: Full-time or part-time hours considered. Requests for flexible working options will be considered (subject to business need). If you would like to discuss flexible working options, please contact Emma Parker: academic.promotions@sussex.ac.uk.
The University’s Location

The University campus is located at Falmer, on the outskirts of Brighton & Hove, and is just 55 miles (90km) from London. Frequent trains from central London take as little as 50 minutes to Brighton & Hove, with a quick nine-minute connection to Falmer to reach campus. London Gatwick airport is only 30 minutes from Brighton by car or train, and London Heathrow is just over an hour’s drive away.

Brighton and the Wider Region

The city of Brighton & Hove has much to offer staff and students, and also offers a quality of life for young families that is hard to match. As well as a fabulous variety of shops, restaurants and pubs, the city also has a range of good schools and a very relaxed and tolerant atmosphere. Brighton has a truly diverse cultural scene with a wealth of theatres, cinemas and galleries. From pre-West End premieres at the Theatre Royal to the variety of experimental fringe productions staged throughout the year, and of course the famous Brighton Festival every May, there is plenty on offer.

The historic market town of Lewes is also close to campus, and many members of staff choose to live there because of its wide choice of housing and excellent schools.
The Head of the School of Law, Politics and Sociology reports to the Provost.

The Head of School will work closely with the Heads of Department, other Heads of School and individual academics as well as administrative and support staff. The appointed individual will be responsible for all members of academic and tutoring staff within the School. S/he will establish and maintain an effective relationship with the appropriate Head of Professional Service.

The Head of School will be a member of the University’s Leadership Team.

**Strategy and Planning**

- Contribute to the strategic planning of the University.
- Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income).
- Ensure the identification and management of key strategic and operational risk.
- Manage the School effectively; manage the School’s finances, research awards, and income, as agreed; and oversee the School’s student recruitment.
- Establish an effective relationship with the appropriate Head of Professional Service to ensure the delivery of high quality professional services to the School.
- Explore relevant new income streams and ensure that colleagues perform to the standards required.
- Exemplify effective performance management and ensure timely implementation of University of Sussex policies and strategies.
- Finalise School Strategy for research, education, engagement and Professional Services, to deliver Sussex 2025.

**Education & Student Experience**

- Plan and ensure the highest quality delivery of education, scholarship, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g., e-learning), in accordance with the teaching and learning strategy.
- Ensure the development, innovation, promotion and delivery of the School’s curriculum, in line with the teaching and learning strategy.
- Recruit quality students at UG and PGT level to the targets agreed, both domestic and international.
- Take a strategic lead on accountability for the School’s TEF-related actions, optimising the UG and PGT student experience, increasing assessment and feedback NSS and other scores.
- Ensure the delivery of a high-quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis, in line with University strategies.
Research And Enterprise

• Ensure the conduct of the highest-quality research by all levels of research-active academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g., on research ethics.
• Ensure the delivery of a high standard of research student supervision and timely completion.
• Increase research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements.
• Develop the School’s enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.
• Implement plans to ensure that grant applications and award targets are met and that improvements are seen in the School’s output predictions and impact preparations for the next REF.

Staff Planning And Recruitment

• Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans.
• Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.

Performance Management

• Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career development, reward and capability management.

Financial Control

• Plan, manage and control the School’s finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.

Management Team

• Lead the School management team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary.

Internal And External Communications And Liaison

• Promote a positive image of the School internally and externally and foster positive working relationships for the School within the faculty and across the University.

Equal Opportunities, Health And Safety And Data Protection

• Ensure the School’s compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.
Person Specification

The University of Sussex is looking to appoint an individual of exceptional quality and ability for this position. The School will need a new Head who will have strong leadership, influencing and engagement skills. The appointed individual will also need to be an accomplished academic in a relevant discipline.

The post of Head of School requires vision and imagination, an acuity for strategy as well as operational effectiveness, an enthusiasm for service delivery, and outstanding leadership and management skills.

- Demonstrable evidence of leadership and achievement within the relevant field.
- Professorial or readership standing with a sustained track record of achievement gained within higher education.
- An established and active international research profile and a track record of personal excellence in teaching.
- A strong sense of strategic, academic direction linked to success in implementing and managing change and driving organisational achievement.
- Sound understanding of the current HE environment, the student experience and demands of the future.
- A results-oriented mindset, with the ability to foster a culture of delivery, responsibility and accountability.
- A personable and professional manner and credibility that commands confidence.
- An inclusive management style, with ability to foster partnerships, build relationships, work collaboratively across boundaries and achieve results.
- A personal commitment to ensuring that the University’s policies are reflected in all aspects of work, in particular, those relating to people management, academic standards, equal opportunities and health and safety.
Appointment Process and How to Apply

The University has appointed Perrett Laver to conduct an executive search alongside the public advertisement of this post.

Applications should consist of a covering letter, full CV detailing relevant academic qualifications, full employment history, relevant achievements, latest remuneration and full contact details. Where candidates have requirements if invited to interview, this should be stated in a covering letter.

Completed applications should be uploaded at https://candidates.perrettlaver.com/vacancies/ quoting reference 4399. The closing date for applications is midnight (GMT) on Friday 6th December 2019.

Informal Visits will take place on Wednesday 29th January 2020 and Formal Interviews on Thursday 30th January 2020.

The appointment will be subject to:

- confirmation of the right to work within the UK;
- higher level qualifications;
- satisfactory health clearance and satisfactory references.

The University values diversity and welcomes applications from all sections of society. It is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. The University aims to ensure that job applicants and members of staff are treated solely on the basis of abilities and potential, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trade union membership or non-membership, socioeconomic background or any other inappropriate distinction. In order to ensure the effectiveness of this policy, it is necessary to collect information from all applicants on factors which relate to equal opportunity in employment and applicants are therefore asked to complete the Diversity Monitoring Survey which will accompany the appointment document. The information so provided will be handled in strictest confidence and will only be used for statistical monitoring purposes.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is ‘Legitimate Interests’. You have the right to object to us processing your data in this way.

For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website http://www.perrettlaver.com/information/privacy/