



This job description is intended to describe the requirements and responsibilities of the job and is not an exhaustive list of duties. Job descriptions will be amended from time to time as appropriate in discussion with the jobholder.

Job Information

Job Title:	Head of School
School/Service	Engineering and Informatics
Reports to:	Provost
Grade:	Grade 10

Main Purpose of Job

1. The role of the Head of School of Studies shall be to provide academic leadership and management of the School, in support of the University's mission and strategic aims.

Key Duties & Responsibilities

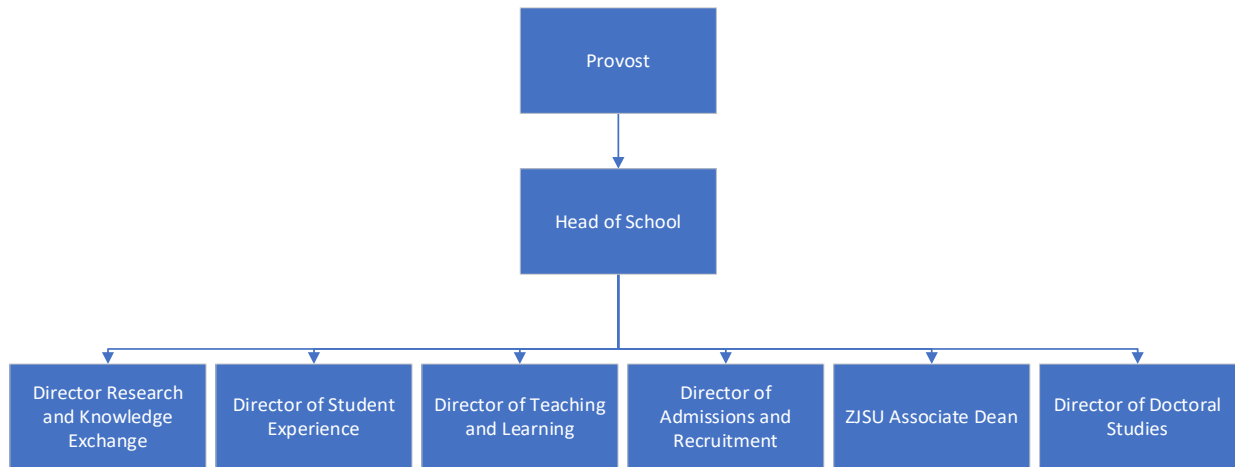
1. Contribute to the strategic planning of the University.
2. Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income).
3. Ensure the identification and management of key strategic and operational risk.
4. Plan and ensure the highest quality delivery of teaching, learning, 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.
5. Ensure the development, innovation, promotion and delivery of the School's curriculum, in line with the teaching and learning strategy.
6. Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics.
7. Ensure the delivery of a high standard of research student supervision.
8. Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements.
9. Develop the School's enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.



10. 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.
11. Lead the School Management Team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary. The School management team will comprise the Head of School, Deputy Head of School, Director of Doctoral Studies, Director of Research and Knowledge Exchange, Director of Student Experience, Director of Teaching and Learning and such other members of staff as s/he appoints.
12. Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans.
13. Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.
14. 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.
15. 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.
16. Promote a positive image of the School internally and externally.
17. Foster positive working relationships for the School within the Faculty and across the University.
18. 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.



Organisational Structure



Person Specification

Person Specification Element	Criteria
Skills	<ul style="list-style-type: none">• Exceptional communication and interpersonal skills, including the ability to articulate a clear, genuinely compelling vision and secure widespread commitment and engagement from a diverse range of staff and stakeholders• Sound strategic thinking and planning skills, allied with the ability to define and articulate academic strategy and priorities• The ability to secure widespread engagement in and commitment to such a vision, and to motivate colleagues towards its delivery• Proven ability of understanding, anticipating and responding effectively to the wider educational and political environment• Proven ability of stimulating and encouraging new research and research-funding initiatives• Proven ability in identifying, supporting and developing key members of the School's management team and outstanding colleagues• Results oriented, with the ability to foster a culture of delivery, responsibility and accountability.• An inclusive management style, with ability to foster partnerships, build relationships, work collaboratively across boundaries and achieve results
Qualifications	<ul style="list-style-type: none">• Personal international standing as a scholar of distinction with a proven track record of publications and obtaining research grants• A national/international reputation for excellence in academic leadership• Of professorial standing with a sustained track record of achievement gained within higher education

Knowledge	<ul style="list-style-type: none"> • 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 • An established and active international research profile and/or a track record of personal excellence in teaching.
Experience	<ul style="list-style-type: none"> • Strong managerial aptitude, including the ability for longer-term thinking and the development of achievable plans as well as the capacity to make good decisions when faced with uncertainty or risk • Experience of initiating and managing change • Financial and resource management experience on a relevant scale with proven experience in the delivery of complex budgetary processes • Previous experience of leading and managing a senior team • Demonstrable experience of building successful academic structures and organisations • Demonstrates substantial evidence of leadership and achievement within the relevant field
Personal Attributes	<ul style="list-style-type: none"> • A personable and professional manner and credibility that commands confidence • Personally committed 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. • Outstanding communication skills, natural authority and a commitment to seek and apply excellence in all areas • Proven ability to manage time and pressure successfully as well as the character traits of flexibility, adaptability and a commitment to personal development • A positive approach to the organisation, content and delivery of undergraduate and postgraduate degree schemes in the fields covered by the School • Commitment to the University's values, with the drive to embed these in the school