

Job Description

General Details	
Job title:	Head of Department - Design & Engineering (CAE18/06RA)
School:	Creative Arts and Engineering
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 1.0fte
Grade/Salary:	Grade 10
Date Prepared:	February 2019

Job Purpose	
<ol style="list-style-type: none"> 1. To be responsible for the overall effective co-ordination, leadership, management and development of a large group of subject based staff and their contribution to a full range of learning and teaching, research, enterprise, scholarship, professional accreditation, quality, employability and partnership activity across the subject area. 2. To develop a strong and distinctive subject group identity and profile within the School, University more widely and externally which underpins and supports the strategic direction of the School. 3. To provide strong leadership of staff within the designated subject based group, supporting the management, academic leadership, and strategic direction of the School and University. 4. To provide academic leadership to the subject area including the evaluation of the portfolio, and individual awards, and their constituent modules. 5. To lead and manage the interrelationships and requirements of accrediting and professional bodies related to the subject area 6. To lead on the implementation of cross-disciplinary projects and quality assurance and enhancement activities within the subject area. 	

Relationships	
Reporting to:	Dean of CAE School
Responsible for:	Subject based academic staff

Main Activities	
<ol style="list-style-type: none"> 1. To lead and manage the Subject Group within the School, ensuring that pedagogic and appropriate administrative tasks are discharged effectively and efficiently. 	

2. To discharge major responsibilities with respect to academic leadership, learning and teaching, research, enterprise, scholarship, professional accreditations, quality and employability together with the delivery of University and/or cross School initiatives in line with strategic business development plans.
3. To manage and support the development, management and regular reviews of a range of programmes of study/awards at various levels, as part of the annual portfolio review activities.
4. To work with the Dean and Associate Dean – Students and Associate Dean – Recruitment in the planning and achievement of academic strategy targets, including the management and development of an efficient, effective, flexible and innovative portfolio of awards and programmes.
5. To ensure the efficient use of resources available to the Subject Group and to contribute to the overall co-ordination of workload planning amongst designated staff.
6. To take responsibility for the line management of staff in the Subject Group, including induction, appraisal, personal development, welfare/wellbeing, performance management and leave planning.
7. To liaise with other Subject Groups within and across Schools and to lead and co-ordinate revisions in provision and to instigate or enhance new curriculum developments.
8. To lead, and participate with other staff, in the development of teaching, learning and assessment strategies.
9. To lead the work in the Subject Group of improving the student experience, and responding to module evaluation, continuous monitoring, National Student Survey, SVS, PTES and other indicators and benchmarks.
10. To ensure appropriate engagement of students within the subject group.
11. To represent the Subject Group and the awards located within the group at cross-university committees and School based groups.
12. To lead and manage the representation of subjects and awards in academic reviews or during visits from accrediting bodies/PSRBs, etc.
13. To play a major role in representing the specific Subject Group across the School/University generally and particularly in relation to student recruitment, progression and retention activities.
14. To manage and co-ordinate quality assurance and enhancement processes, such as annual monitoring, external examiners, within the Subject Group as directed by the School, working with relevant individuals to monitor the quality and outputs of provision.
15. To support the development of the research and professional activity of the area and to personally exercise a high standard of research and scholarship and output-oriented research working with the appropriate Directors of Research Institutes.
16. To support the development of enterprise activities which enhance the external income of the School including the delivery and leadership of consultancy activities or similar programmes as required.
17. To lead and develop internal and external networks and to direct and facilitate collaboration within the Subject Group, School and University and with employers and other partners.
18. To ensure all staff within subject group are aware of and take full responsibility for compliance in ensuring right to work checks are undertaken prior to the commencement of employment in accordance with the University's Right to Work policy and comprehensive records are maintained and appropriate action taken if document checks are undertaken prior to employment.

19. To teach and examine students in the areas of knowledge implied by the lecturer's qualifications and experience.
20. To lead health and safety related activities within the Subject Group.
21. To undertake appropriate personal and academic development.
22. To undertake any other duties as may reasonably be required by the Dean of School or Associate Deans.

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Personnel Services together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Personnel Services.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the Faculty to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Personnel Services at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.