

## Job Description

General Details	
Job title:	Head of Department – Staffordshire Business School (SBS19-02)
School:	Staffordshire Business School
Normal Work base:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0fte
Grade/Salary:	Grade 10
Date Prepared	February 2019

Job Purpose
<ol style="list-style-type: none"> <li>1. To be responsible for the overall effective co-ordination, leadership, management and development of academic staff in the Staffordshire Business School and their contribution to a full range of learning and teaching, research, enterprise, scholarship, professional accreditation, quality, employability and partnership activity</li> <li>2. To develop a strong and distinctive identity and profile within the School, University more widely and externally which underpins and supports the strategic direction of the School.</li> <li>3. To provide strong leadership of staff, supporting the management, academic leadership, and strategic direction of the School and University.</li> <li>4. To provide academic leadership including the evaluation of the portfolio, and individual awards, and their constituent modules.</li> <li>5. To lead and manage the interrelationships and requirements of accrediting and professional bodies</li> <li>6. To lead on the implementation of cross-disciplinary projects and quality assurance and enhancement activities.</li> <li>7. To be an active member of the School's Senior Management Team and to take on school related responsibilities as required as a member of the School's senior team.</li> </ol>

Relationships
Reporting to: Dean
Direct Reports: Staffordshire Business School academic staff

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

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 and to contribute to the overall co-ordination of workload planning amongst staff.
6. To take responsibility for the line management of staff, including induction, appraisal, personal development, welfare/wellbeing, performance management and leave planning.
7. To liaise with other Subject Groups 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 School 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 School.
11. To represent the School and the awards located within the School 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 School across the 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 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 School and University and with employers and other partners.
18. To ensure all staff 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 individual's qualifications and experience.
20. To lead health and safety related activities for academic staff within the School.
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

### **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.