

Job Description

Job Title	Head of Department - Psychology
School/Service/Institute	School of Health, Education, Policing and Science
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 10
FTE/Hours	1.00 FTE

Job Purpose

- 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.
- To promote and support the education, research, enterprise and professional practice activities of staff in order to deliver and enhance the student and external stakeholder experience through leadership of a department and portfolio area.
- To be accountable for the successful achievement of key performance metric targets for the Department.
- To lead and manage the interrelationships and requirements of accrediting by professional bodies related to the subject area
- To lead on the implementation of cross-disciplinary projects and quality assurance and enhancement activities within the subject area.
- As part of the School's Senior Management Team, to support the Dean and contribute to the inspirational leadership and management of the School.

Relationships

Reporting to:	Executive Dean
Responsible for:	Academic staff which includes Course Directors and members of the Professoriate.
Key working relationships:	Members of the School's management team Executive Director of Student Recruitment and Admissions Executive Director of Marketing and Communications AQD, HR&OD, Student and Academic Services Course Directors and academic staff Other Associate Deans Director of Research Head of Graduate School Executive Director of Business Engagement

Main Activities

- To lead and manage the subject group within the School, ensuring that pedagogic and appropriate supporting tasks are discharged effectively and efficiently
- 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 plans.
- To deliver the effective resource management of the Department including budget management, workload allocation and team performance.
- To be responsible for the organisational and cultural development of the workforce, ensuring the achievement of workforce profile targets around demographics, research, digital ambitions and enterprise activity.
- 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.
- To work with the Executive Dean, Director of Business, Planning and Resources, Associate Dean – Students and Associate Dean – Curriculum 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.
- 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.
- To lead, and participate with other staff, in the development of teaching, learning and assessment strategies.
- 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.
- To ensure appropriate engagement of students within the subject group.
- To represent the subject group and the awards located within the group at cross-university committees and School based groups.
- To lead and manage the representation of subjects and awards in academic reviews or during visits from accrediting bodies/PSRBs, etc.
- To play a major role in representing the specific subject group across the School/University generally and, with Associate Deans in relation to student recruitment, progression and retention activities.
- To manage and co-ordinate quality assurance and enhancement processes, such as annual monitoring, external examiners, within the subject group as directed by the Dean, working with relevant individuals to monitor the quality and outputs of provision.
- To support the development of the research and professional activity of the area, including through HEA fellowship attainment amongst staff, and to personally exercise a high standard of research and scholarship and output-oriented research working with the appropriate Directors of Research Centres.
- 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.

- 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, including, where appropriate, with practice partners.
- 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.
- To teach and examine students in the areas of knowledge implied by the postholders qualifications and experience.
- To lead health and safety related activities within the subject group.
- To undertake appropriate personal and academic development.
- To undertake any other duties as may reasonably be required by the Executive Dean of School or Associate Deans
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

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

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

There will be a need for flexible working practices by the postholder to support different forms of delivery such as distance and accelerated learning. In addition, the postholder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

External Activities

External activities for example membership of professional bodies, external examiner roles and journal editorial work which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution expects employees to take a cross University role e.g., through membership of Committees and Working Parties.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Research and Scholarly Activity

The duties of academic posts include participation in appropriate research and scholarly activity indicated in the research policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Executive Dean of School, in consultation with you, and will be reviewed regularly through the staff appraisal system. While research and scholarly activity will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Where new staff can demonstrate a strong research background and a profile, which indicates potential to achieve research excellence consideration will be given to allocation of appropriate protected research time during the normal workload allocation cycle.

Variation to Job Description

The 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 postholder will be employed by University of Staffordshire Services Limited.

University of Staffordshire Services Limited is a wholly owned subsidiary company of University of Staffordshire which recruits and provides both academic and professional support staff to the University. You will be subject to University of Staffordshire's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.