

# Role Descriptor

<b>Role Title:</b>	Head of Department
<b>School/Service:</b>	School of Digital, Technology, Innovation and Business School of Health, Education, Policing and Science
<b>Normal Workbase:</b>	Your normal place of work is the [Stoke/Stafford/London] campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
<b>Grade:</b>	10
<b>Role Family:</b>	Academic
<b>Reporting To:</b>	Executive Dean
<b>Responsible For:</b>	Academic staff in the Department: Lecturers, Senior Lecturers, Course Directors, Associate Professors, Professors
<b>Key Working Relationships:</b>	Head of Department across the University; Course Directors; University Central Services and Departments; School Management Team: Associate Dean for Students, Associate Dean for Curriculum, Associate Dean for Research and Innovation, Director of Business, Planning and Resources, Executive Dean

## Summary of the Role

- 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.
- 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.
- 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 provide academic leadership to the subject area including the evaluation of the portfolio, and individual awards, and their constituent modules.
- To lead and manage the interrelationships and requirements of accrediting and 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.

## Key Accountabilities

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 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.
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 Centres.
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 postholders 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 Executive 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.

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.

{Where the course requirement dictates, the postholder will be required to maintain registration with the appropriate professional body e.g. the Nursing and Midwifery Council, or the Health Care Professions Council}

## 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.

## 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.

## University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are 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.

## Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.

# Role Dimensions

## Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to Postgraduate level (ideally PhD or working towards the qualification)
- A fellow, or ideally senior fellow, of Advance HE
- Where course requirements dictate, registration with a relevant professional body is an essential requirement of the role e.g. Nursing and Midwifery Council, Health Care Professions Council

## Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Successful track record of positively influencing key performance metrics regarding student experience including retention, progression, achievement, employability and student satisfaction as measured by internal and external benchmarks and comparative data for a small number of awards
- Successful track record in the continuous review of the academic portfolio for a subject area to ensure that provision is market led and attractive to students, in order to grow and develop the provision
- Significant knowledge and experience of award management and implementing quality assurance and enhancement processes across awards
- Experience of leadership and management of diverse teams in an academic context
- Experience of managing and leading relationships between education providers and relevant accrediting and professional bodies or industry partners'
- Demonstrable ability to manage projects or embedding new developments and initiatives
- Demonstrable ability to analyse complex data/information, think strategically and identify business opportunities relating to the work of the subject area
- A track record of research is desirable