**Faculty of Humanities**

**School of** Click here to enter text.

**Head of Division/Department**

**Overall Purpose:** The role of Head of Division/Department is a strategically important one in supporting the University’s vision. S/he will provide the academic leadership and management to ensure that the Division/Department makes a full contribution towards the objectives of the School, the Faculty and the University.

**Responsible To:**  The Head of School

**Responsible For:** All members of staff employed in the Division/Department, including first line responsibility for academic staff.

**Key Duties/Responsibilities:**

The key duties and responsibilities of the Head of Division/Department include the following[[1]](#footnote-1):

#### *Leadership*

* Demonstrating full commitment to the realisation of the vision of the University in the context of the Division/Department and its constituent academic disciplines.
* Promoting excellence in these disciplines in line with the University’s vision.
* Supporting the Head of School in promoting interdisciplinary working, new areas of research and postgraduate teaching, innovative degree programmes and the generation of resources available for research.
* Maintaining an awareness of developments in higher education policy and practice, especially with relevance to the work of the constituent disciplines.
* Seeking to enhance the reputation and profile of those disciplines externally and to attract funding.
* Supporting the Head of School in seeking to enhance teaching quality and the general student experience.
* Contributing as appropriate in leading Social Responsibility activities within the Division/Department in support of the School/Faculty/University strategy and associated performance indicators.

## Strategic and Academic Planning

* In the context of the University and Faculty Strategic and School Plans, defining the objectives and priorities for the constituent disciplines in terms of research and teaching, in consultation with the Head of School and academic colleagues.
* Keeping under regular review the teaching and research programmes in the Division/Department to ensure that those objectives are being met.
* Ensuring that a rolling academic plan is maintained for the Division/Department to reflect the School plan.
* Where relevant, liaising with Heads of Research Centres to develop and maintain a strategy for research, including embedding the School’s research funding strategy within the Division/Departments.
* Involvement in strategic planning at School level.
* Ensuring that the strategies and plans of the Division/Department are consistent with those of the School, Faculty and University.
* Overseeing quality assurance standards within the Division/Department and, in particular, for ensuring that University procedures are carefully followed.
* Ensuring that appropriate links are maintained with any relevant professional bodies.
* Allocating and balancing academic workloads in accordance with School, Faculty and University policy.
* Maintaining an overview of REF preparations in the Division/Department.

#### *Management of the Division/Department*

* Managing the Division/Department in an efficient***,*** structured, open and transparent way.
* Contributing to the agenda for the School in terms of the objectives of teaching and learning, research and knowledge transfer, and social responsibility, and ensuring that these objectives are appropriately embedded in the Division/Department. In so doing, the post holder should work with the School Directors, Head of School Administration and other relevant School Managers.
* The monitoring of the quality and standards of the Division’s/Department’s programmes of study.
* Playing a pivotal role in communications with the School (including individuals and groups within it), the Faculty and University, and fostering links with School, Faculty and central Professional Support Services.
* Consulting with staff as appropriate on matters of legitimate concern and encouraging them to be involved in the life of the Division/Department and School.
* Ensuring compliance within the Division/Department with all University policies and procedures, and the provisions of the Charter, Statutes, Ordinances and Regulations.
* Ensuring that the Division/Department meets agreed targets including student recruitment targets and any other agreed performance indicators.
* Ensuring that the Division/Department meets its obligations in terms of formal reporting to the School/Faculty/University in a timely manner.
* Fostering public engagement in the work of the Division/Department.

###  *People management*

* Managing and developing staff assigned to the Division/Department.
* Establishing and chairing suitable management and consultative fora within the Division/Department.
* Creating a supportive environment within the Division/Department which encourages the development of staff at all levels, including ensuring that Performance and Development Reviews are conducted for all staff on an annual basis.
* Ensuring that staff are performing at an optimal level and taking appropriate steps to address sub-optimal performance.
* Promoting equality and diversity in employment in accordance with the policies of the University and ensuring their implementation within the Division/Department.
* Overseeing the deployment of staff within the Division/Department and the allocation of duties within the parameters of the Division/Department/School’s workload allocation model.
* Ensuring that probationary staff receive appropriate support and guidance, including formal induction,setting of clear performance targets and overseeing the production of recommendations for confirmation of appointment.
* Making recommendations to the Head of School with regard to promotions and reward.
* Ensuring that issues relating to discipline and grievance are addressed following consultation with the Head of School.
* Preparing cases for new and replacement academic posts for discussion with the Head of School.
* Providing advice to the Head of School in relation to applications from staff for study leave and requests for permission to undertake outside work.

#####  Students

* Ensuring appropriate arrangements are in place for the recruitment, admission, academic support, welfare and progression of students.
* Ensuring appropriate arrangements are in place governing the teaching and study of the subjects assigned to the Division/Department.
* Ensuring that there are clear arrangements for the monitoring of the student experience and for ensuring that students receive the tuition, feedback and support to which they are entitled.
* Ensuring that there are appropriate mechanisms in place for communication and engagement with students.
* Ensuring that procedures relating to discipline and complaints are followed, where necessary.
* Promoting equality and diversity in education in the Division/Department in accordance with the policies of the University.

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# Person Specification

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role of Head of Division/Department:

***Organisational Leadership***

1. Is committed to the goals and vision of the University.
2. Creates a sense of unity and common purpose.
3. Actively works to build teams and effective working relationships.
4. Looks beyond the boundaries of the Division/Department and School in promoting interdisciplinary working.

#### *Academic Grounding*

1. A personal academic standing which commands the respect of colleagues within the Division/Department, School, Faculty and University.
2. A strong commitment to promoting excellence in teaching and research within the School.

#### *Personal Qualities*

1. Thinks strategically and seeks to gain the agreement of colleagues to strategic decisions.
2. Honest and open and has a high level of personal integrity.
3. An effective communicator.
4. Consults with colleagues at all levels on a regular basis, and listens.
5. Knows when to take advice.
6. Builds effective partnerships with staff.
7. Well organised and committed to getting the job done.
8. Decisive, proactive and fair in tackling difficult management issues.
9. Has a strong commitment to equality and diversity in education and employment.

#### *Experience*

A proven track record in a management role is desirable, but not essential.

A successful track record in undertaking administrative roles is essential.

***Training***

Completion of leadership programme such as *Step into Leadership* before taking up office, or possession of a recognised management qualification would be an advantage. The willingness and commitment to undertake leadership training is essential.

1. In practice, some of these responsibilities are shared with the School’s function directors and/or undertaken through function roles within the Division/Department. [↑](#footnote-ref-1)