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### **Senate**

**Subject: Amendments to job description and person specification for Head of Department**

**Origin: SIPMB**

Senate is asked to note amendments to the job description and person specification for the Head of Department role. The revised person specification was approved by the PMB on 9 May 2011. The job description has previously been approved by the PMB, and subsequently noted by Senate on 16 November 2010, but is included here for completeness.

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**Job Details: Head of Department**

**Job Description**

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**Role Purpose**

To provide leadership and representation within the School, the University and the academic

community for one of the departments in the School.

To align the department’s research, teaching and enterprise activities with the School and

University Strategic Plans.

To ensure the integration of the Department within the overall School activities by (a) identifying and promoting academic synergies within the School and (b) by enabling the integration of School support staff. To adopt a collegiate, inclusive approach to coordinating the department’s current activities and their future development.

**Responsibilities**

**Within the School**

1. To play an integral role within the School’s Senior Management Team (SMT), thereby contributing to the development of the School.
2. To have responsibility, within the SMT, for the identity of the department.
3. To support the Dean of School and other members of the SMT in order to allocate School funds for activities in a strategic and transparent manner.
4. To engage, as determined by the Dean, with the Associate Deans and the Operations Manager, in activities to support the School’s Strategic Plan.
5. To advise the Dean on the allocation of teaching and administrative responsibilities to

academic staff within the department, taking account of the School workload model.

1. To report to the Senior Management Team on matters relating to the department’s

activities.

1. To take steps to maintain and enhance the experience of all Loughborough students.

**Within the Department**

1. To maintain a supportive, inclusive and equitable environment for academic and research staff, organising high quality mentoring for individuals' research and teaching development.
2. Co-ordinate the running of PDP and PDR within the department.
3. To encourage appropriate staff promotion and merit award submissions for consideration by the Senior Management Team.
4. To monitor and evaluate progress of the department against agreed criteria devised by the School and University.
5. To undertake any other related duties as reasonably requested by the Dean of School.

**Organisational Responsibility**

Reports to: Dean of School

Responsible for: Academic and Research Staff as assigned by the Dean of School

**PERSON SPECIFICATION**

**Job Title:** Head of Department

**Grade:** Professor

**School:**

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|  | **Essential** | **Desirable** | **Stages in assessment** |
| Leadership/ Management Experience  Research Experience  Teaching Experience | Experience of managing staff in an academic setting  Experience of representing and publicising his/her organisation effectively in national and international contexts  Experience leading international research and/or teaching collaborations  Research of international standing in his or her field  Postgraduate supervision  High quality teaching at undergraduate and postgraduate levels  Experience of planning and organising the delivery of quality undergraduate and postgraduate teaching  Experience of leading programme and curriculum development | Experience of university leadership  Experience of medium to long term strategic planning and delivery  Well-networked and visible in a relevant discipline area, both nationally and internationally  A sound understanding of the governance of universities and issues facing the UK higher education sector  Substantial experience of publishing research outcomes  Substantial experience of securing research funding and project management  Record of research congruent with the research undertaken within the Department | 1, 3  1,3  1,3  1, 3  1, 3  1,3  1,3  1,3  1,3  1,3  1, 3  1,3 |
| Skills and abilities | Excellent management, interpersonal, communication, leadership and team working skills commensurate with leading a large academic centre in a complex organisation  Ability to undertake business planning linked to the University’s strategic aims  Ability to engage with commercial enterprise and business issues |  | 1,3  1,3  1, 3 |
| Training | A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required |  | 3 |
| Education | Graduate in a relevant academic discipline | PhD in a relevant or cognate discipline | 1 |
| Other | To lead and support the implementation of the University’s Equality and Diversity policy in all aspects of departmental activities |  | 3 |

Stages in assessment: 1. application form at shortlisting, 2. selection test, 3. interview