

Birmingham City University

Job Description

Head of Department

Purpose

To provide effective leadership and management of a Department and to deliver a positive contribution to the School Management Team and promote, develop and enhance provision within the Department in line with the School strategic and operational plans and the Faculty strategic plan.

Leadership and team building

Provide leadership to the Department in the areas of learning and teaching, research and enterprise and wider engagement.

Ensure the achievement of agreed performance standards across the Department's provision (relevant performance standards may include REF results, research and enterprise income, and impact, National Student Survey (NSS) results, student recruitment, student retention, employability etc.).

Ensure high standards are maintained in the conduct of all the Department's activities.

Managing people

Actively foster a working environment within the Department that is supportive of staff and encourages active engagement and a positive contribution from individuals.

Ensure there is a strong emphasis across the Department on communication with staff and there are appropriate mechanisms in place to underpin this.

Ensure and manage the effective deployment of staff resources within the Department.

Manage the allocation of appropriate workloads within the Department.

Undertake workforce planning across the Department on a systematic basis in line with University policy.

Effectively manage change across the Department.

Lead and support high performance within the Department.

Ensure that individuals have clear SMART objectives and participate in effective performance reviews in line with University policy.

Participate fully in the University's performance review process as reviewer and reviewee.

Ensure compliance with University people management and health and safety policies.

Managing resources

Manage the Department budget effectively.

Policy and planning

Deliver Departmental academic plans ensuring that these are aligned with the strategic objectives of the School and wider University.

Participate in the development of School academic and business plans as a member of the School Management Team.

Student learning experience

Ensure delivery of the optimum student experience through adoption of a consistent customer focus across the Department.

Work collaboratively with colleagues across the School and wider University, including those in central professional services to ensure the best academic experience for the Department's students.

Develop the scale and range of high quality academic provision and support/develop new methods and modes of delivery.

Proactively monitor and ensure the highest quality of provision within the Department.

Ensure the standards of the University's awards are maintained and provision maintains professional recognition and accreditation as appropriate.

Collaborative working, networking and liaison

Promote and enhance the reputation of the Department nationally and internationally. Represent the interests of the Department within the Faculty and University.

Embed employer engagement, enterprise and entrepreneurship across the Department's areas of provision.

Corporate responsibilities

Participate effectively and collegially as a member of the School senior management team

Participate in Faculty and University projects and initiatives as directed.

Participate in the operation of the University's policies and procedures.

Expertise and experience requirements

1. Good first degree
2. Postgraduate and/or professional qualification in relevant area
3. A higher degree, PhD or professional doctorate in a relevant academic area
4. Professorial status or the eligibility to be awarded professorial status upon appointment is desirable.
5. Teaching qualification, HEA fellowship (minimum), or equivalent.
6. Relevant management experience in an academic environment
7. Ability to manage people, budgets and other resources and deliver projects.
8. A track record of successful development, management and delivery of relevant projects
9. Ability to achieve performance targets and supporting others to meet their performance targets
10. A track record of Higher Education teaching, research or third stream activity.
11. Experience and understanding of QAA requirements.

Ability to demonstrate:

1. Strong leadership and management skills including excellent analytical, communication and presentation skills.
2. Strong interpersonal and facilitator skills.
3. Ability to work collaboratively in a team, to lead and to inspire high quality performance in others.
4. Ability to inspire students through teaching, and stimulate others to enhance teaching and learning.
5. High levels of motivation with ability to determine and achieve own targets and objectives
6. Ability to build effective relationships and interact with students, colleagues, external clients, stakeholders and fellow professionals and to work collaboratively
7. Experience and/or ability to plan, manage and implement change in an academic environment while maintaining the confidence of staff at all levels.
8. High level of professionalism, enthusiasm and commitment.
9. Good organisational skills
10. Strong negotiation skills
11. Good IT skills

This is a role descriptor for a non-substantive role carried out by academic staff. It provides guidance on key responsibilities and expectations of a common role academic staff may undertake within their broader substantive academic job. The tasks and responsibilities outlined do not have an impact on grade but may have an impact on local workload allocation. This role may be combined with others. Such roles may be used by role holders to demonstrate professional development, support a case for contribution pay, or to support a case for progression / promotion to a different substantive academic job.