

Head of Department			
School/ Department:	School of Law and Social Sciences	Grade:	J
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Pension classification:			Other
Responsible to:	Dean of School	Responsible for:	• Deputy Head of Department (<i>Responsibility</i>) • Academic Leads (<i>Responsibilities</i>) for ○ Teaching and Learning ○ Student Experience ○ Research ○ Engagement, Enterprise and Innovation ○ Partnerships and Apprenticeships ○ Practice areas (Nursing only)
Job Purpose			
Reporting to the Dean of School, the Head of Department will: • Ensure the delivery of the operational outcomes of their Department required to meet the ambition of the University Strategy 2030 and accountable for the Department's KPIs (B3, TEF, REF and KEF). • Work with the Dean of School to transform the culture and capability of the Department in line with that of the School. • Working with the Dean of School, build and maintain strong links with relevant external organisations. The Head of Department will lead and manage the implementation of School plans as they relate with the Department to learning and teaching; student experience; research and innovation, international recruitment and Transnational education, enterprise, and knowledge exchange (as measured by KPI's). The Head of Department will lead and manage the Department's resources effectively and efficiently at all stages and levels including People (e.g., recruitment, induction, probation, mentoring, PDAs, sabbaticals, IPRs, performance management), and Financial (e.g., contributing to budget development and capital investment, monitoring income and expenditure) The postholder will lead (as appropriate) on or contributing strategic leadership to cross School (and potentially university) projects or strategic themes, supporting matrix working and inclusion, equality and diversity.			
Main Activities and Responsibilities			

1. The main responsibility of the Head of Department is the accountability to ensure that the Department meets and exceeds Key Performance Indicators (KPIs) for B3, TEF, REF and KEF that will contribute to meeting the ambitions of Strategy 2030
2. Working with the Dean of the School ensure the transformation of culture, the development of distributed leadership, ownership and accountability and the development of staff capability and self-reliance to build careers within their Department.

3. Contribute to School plans in accordance with the University's planning framework, and for achieving timely performance against targets and be accountable for the delivery of the Department's part of these plans.
4. Accountable for the effective management, engagement, and development of all colleagues in the Department so that they are aligned with the University's vision and individual KPI goals, and feel empowered to make a valuable contribution.
5. Responsible for the management, leadership and effective deployment of the Department's human, and physical resources in line with School's plans, budgeting, supply and demand.
6. Responsible for fostering a culture of continuous improvement, innovation and agility in all aspects of the Department's activity and ensure that the Department is always committed to high-quality, professional standards.
7. Responsible for embedding University policies, procedures and practices in areas such as financial management, workload allocation, timetabling, engagement and partnership activity, student experience, research and innovation, knowledge exchange, internationalisation, etc.
8. Responsible for understanding staff and student feedback and responding to issues which arise at a Department level in order to improve satisfaction and staff and student experiences in line with KPIs.
9. Responsible for health, safety and wellbeing within the Department, fostering a culture of good practice and compliance.
10. Responsible for Equality, Diversity and Inclusion outcomes and activities within the Department, addressing Department specific issues, where appropriate, contributing to School submissions for awards such as Athena SWAN.
11. Ensure appropriate allocation of workloads within the Department, developing and embedding appropriate utilisation of the University's academic workload planning processes/tools and the associated management information outputs.
12. Maintain own academic standing and authority as appropriate, through teaching, research and scholarly activities, and maintain an external profile. Engage with relevant national and international debates and with professional institutes, practitioner societies and governmental committees.
13. Represent the School on relevant internal and external committees, networks and working groups, chairing these meetings where appropriate.
14. Support communication channels to Departmental staff and students.
15. Undertake any other duties as appropriate to the role and agreed with the Dean of School as required.

Person Specification

Essential Criteria	Application Form / Support Statement/ Interview
1. Proven ability to deliver excellent academic results in a leadership role	Application Form / Support Statement / Interview
2. Proven ability to provide clear and effective leadership, promoting a sense of collegiality and ambition, encouraging productivity to ensure that the key aims, and objectives of the Department are embedded and realised in a coherent and consistent way	Application Form / Support Statement / Interview
3. Sustained record of effective leadership in academic practice and academic development as a key contribution to a high-quality student learning experience	Application Form / Support Statement / Interview
4. Sound knowledge and understanding of the changing regulatory environment including OfS, DfE, HO, UKVI, EPAS, Ofsted and their implications for quality assurance and quality enhancement for academic and professional practice. In addition, experience and understanding of other relevant professional, statutory and regulatory body requirements is essential	Application Form / Support Statement / Interview

5. Sound knowledge and understanding of appropriate methods for teaching, learning and assessment; how students learn; the use and value of appropriate learning technologies; employability; student satisfaction and engagement; and methods for evaluating the effectiveness of teaching	Application Form / Support Statement / Interview
6. Ongoing engagement in continuing professional development in subject / discipline and in pedagogy, incorporating research, scholarship and/or the evaluation of professional practices. Successful co-ordination, support, supervision management and/or mentoring of others (whether individuals and/or teams)	Application Form / Support Statement / Interview
7. Experience of people management, budgetary control, curriculum and programme development and allocation of resources	Application Form / Support Statement / Interview
8. Commitment to a strong and robust inclusion, equality and diversity agenda in all aspects of teaching, education and the student experience	Application Form / Support Statement / Interview
9. Strong interpersonal, communication and team working skills	Application Form / Support Statement / Interview
10. Ability to contribute to University wide projects as appropriate	Application Form / Support Statement / Interview
11. A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required	Application Form / Support Statement / Interview
Desirable Criteria	
12. Knowledge and awareness of the broad context of research in Higher Education and government policy in the UK and the current and forthcoming challenges and opportunities it presents	Application Form / Support Statement / Interview
13. Doctoral level qualification in a relevant or cognate discipline is not essential but is desirable	Application Form / Support Statement / Interview
14. Principal Fellowship under the Advance HE's UK Professional Standards Framework (PSF) is not essential but is desirable	Application Form / Support Statement / Interview
15. Professorial status, or the eligibility to be awarded professorial status upon appointment is desirable	Application Form / Support Statement / Interview
16. Research active, and research engaged with evidence of external contribution to discipline and knowledge creation	Application Form / Support Statement / Interview
17. Experience of successful interaction between Higher Education, industry or commerce, research, and professional bodies	Application Form / Support Statement / Interview
18. External examining experience	Application Form / Support Statement / Interview
19. Involvement with external quality assurance agencies	Application Form / Support Statement / Interview

20. Successful incorporation of subject and/or pedagogic research as part of an integrated approach to academic practice	Application Form / Support Statement / Interview
21. Experience of working with collaborative, validated and franchised programmes	Application Form / Support Statement / Interview
22. Successful engagement in the design and delivery of continuing professional development in relation to teaching, learning, assessment, scholarship and related academic or professional practice	Application Form / Support Statement / Interview

- Application Form - assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Cover Letter & CV - applicants are asked to provide a statement to demonstrate how they meet the criteria, and may reference their CV. The response will be assessed as part of the shortlisting process.
- Interview - assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.