

## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Head of School	<b>Grade:</b>	AC4
<b>Department:</b>	Management and Marketing	<b>Date of Job Evaluation:</b>	N/A
<b>Role reports to:</b>	Head of School	<b>SOC Code</b>	
<b>Direct Reports</b>	To be confirmed by Head of School		
<b>Indirect Reports:</b>	To be confirmed by Head of School		
<b>Other Key contacts:</b>	School Management Team, Pro Vice-Chancellor & Executive Dean, Deputy Dean, Associate Deans, Faculty Operating Officer, and other Heads of Schools.		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

To support the Head of School to provide strategic and operational leadership for the school that covers a wide range of disciplines.

Act as an advocate for change, setting and meeting targets, adapting to challenges, and influencing staff in the school to deliver its strategic priorities.

The post holder is expected to have, and maintain, strong stakeholder relationships at regional, national, and international level across teaching or their subject-related discipline; with a proven track record of teaching and scholarship initiatives or discipline-related research including obtaining external funding. The post holder will be expected to provide leadership and to set standards of excellence.

The role of Deputy Head of School is for an initial period of three years. The role holder's period of office may be extended beyond this initial three-year period subject to outstanding performance and review.

### **KEY ACCOUNTABILITIES:**

#### **Strategy Development and Delivery:**

- Support the Head of School to develop and deliver on the school's strategic priorities
- As a member of the School's management team, support the development, deployment and delivery of the Faculty's/School's strategy and business plan.

- Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies and targets at School level.

**Professional Leadership:**

- Act as an adviser to the Head of School on relevant areas of responsibility, ensuring that expert professional knowledge is maintained.

**School Management and Planning:**

- Under the direction of the Head of School, with other members of the Faculty Senior Leadership team to monitor and review the business operations, resources, and income generation for the school in order to deliver its aims and objectives.

**Project Management:**

- Work internally with the Faculty Leadership/Executive team to embed projects in the school.

**Teaching and Student Experience/ Research and Knowledge Exchange:**

- Support embedding the following principles into the work of the school:
  1. Creating opportunities for individuals and society. Attracting, retaining, and empowering staff and students to act as leaders in the equality, diversity and inclusion (EDI) agenda.
  2. Building Partnerships. Working in partnership to make, build and bring innovative solutions that will accelerate our progress across multiple contexts; and
  3. Delivering Impact. Focusing on achieving short and medium-term milestones to help track our progress towards our goals whilst ensuring that they map to medium and long-term impact indicators.
- Within the School:
  1. Lead on the development and enhancement of curricula, policy or initiatives in teaching and learning, research and enterprise, employability outcomes and the student experience at the leading edge of practice.
  2. Lead in the development of national or international teaching or subject-related initiatives which impact staff and students
  3. Lead in the acquisition and management of resources to support teaching, student experience or subject-related work
  4. Champion and promote innovation in Learning, Teaching and Assessment including research-informed learning and teaching
- Contribute to and support the development of teaching excellence within the school and across the faculty.
- Contribute to and support the development of research and knowledge exchange within the school and across the faculty.

**Brand Ambassador and Advocate:**

- To act as a brand ambassador actively promoting the University and the Faculty to internal and external audiences.

- Make a contribution to the University's national and international profile in research and knowledge exchange, learning and teaching and the student experience.

**Partnership Working and Relationship Management:**

- Cultivate, develop, and maintain good working relationships with internal and external bodies (including national and international organisations, industry contacts) to promote the work of the school, and secure support for its aims and objectives.

**Representation:**

- Represent the Head of School as necessary on internal and external bodies, committees, and boards, including attendance at local, regional, and international activities.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Business School delivers the required level of service.

**LEADERSHIP BEHAVIOURS:**

All senior managers will demonstrate the following leadership behaviours:

**Leads Authentically and Inclusively**

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential. Is aware of their biases and preferences and seek out and considers different views and perspectives to inform decision-making.

**Leads Change**

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximises future opportunities and possibilities. Fosters a growth mindset.

**Builds Trust**

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback, and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

**Thinks and Acts Strategically**

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based on a clear set of values. Develops effective networks and partnerships, internally and externally. Actively refers to the University's strategy and contributes to the student experience.

**Personally Effective**

Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic, and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review.

**KEY RELATIONSHIPS (Internal & External):**

Pro Vice-Chancellor (PVC/Executive Dean) and members of the senior leadership team, Head of School, Deputy Dean, Associate Deans, Faculty Operating Officer, other Heads of Schools.

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Thorough understanding of HE sectors in the UK.</li> <li>• Good knowledge of key policy issues at institutional, national, and sector-wide level</li> <li>• Proven track record of teaching excellence.</li> <li>• Proven track record of enhancing educational and wider student experience outcomes for students.</li> <li>• Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence.</li> <li>• Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training, and supporting their development.</li> <li>• Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work.</li> <li>• Proven track record of contributing to developing and implementing education or student success strategies and policies.</li> <li>• Working knowledge of quality assurance/ enhancement and academic standards.</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent leadership skills, including the ability to motivate a large and diverse workforce to achieve high levels of individual, team, and organisational performance.</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

- A broad understanding and appreciation of common and unique aspects of teaching, professional practice, and research in the school.
- Well-developed organisational and management skills.
- Well-developed interpersonal and communication skills with the ability to motivate and influence others.
- Capacity to listen and consult, good negotiation skills.
- Strong decision-making skills, able to assess information accurately and effectively, and take ownership of results.
- Well-developed project management skills and the ability to use innovation and creativity to solve complex problems.

**Qualifications:**

- PhD degree or equivalent professional practice in a relevant subject.

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful

**Qualifications:**

- Postgraduate teaching qualification or
- Fellow, Senior Fellow of HEA, or significant teaching experience.

**Personal attributes**

- N/A