**JOB DESCRIPTION**

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| **Job Title:** | **Head of Department** | **Grade:** AC5/2 |  |
| **Department:** | International Business and Economics | **Date of Job Evaluation:** | 02/10/2013 |
| **Role reports to:** | PVC or their nominee | | |
| **Direct Reports** | Members of staff in Department as agreed with the PVC | | |
| Indirect Reports:  Other Key contacts: | Members of staff as required  Faculty leadership & management teams and senior staff in Business and other Faculties and Offices including HoDs, Directors, Programme Leaders, Greenwich Research and Enterprise, Educational Development Unit and Academic Quality Unit, International and Collaborations or partnerships, the Faculty Operating Officer and administrative and technician work groups, plus other members of staff as required. | | |
| 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. | | | |

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| **PURPOSE OF ROLE:** To lead the strategic development and delivery of high quality academic programmes, to set and maintain high quality academic standards, to assure and enhance the academic quality and student experience, and to foster research and enterprise engagement within the context of the University and Faculty strategic plans. To lead the Department such as for example by setting the vision and priorities, leading by example, managing resources, and achieving active membership of and contribution to the Faculty management teams. This is a key role in the Faculty structure and will work closely with the PVC and other senior members of staff to ensure the successful delivery of the Faculty’s objectives and plans. |

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| **KEY ACCOUNTABILITIES:**  **Team Specific:**   * Act as a dynamic academic leader of the community of scholars within the Department, for example by fostering community, ownership and shared objectives by holding regular Departmental meetings and developing good communication, rewarding excellence, holding to account underperforming members of staff, managing staff, supporting staff development in pedagogy, scholarship and research, (and any other skills as appropriate); and enabling co-operation between Departments, research groups, administrative and technical support staff, the Offices and the wider University community * Lead the Department to achieve plans and objectives and the threshold standards as defined by the University KPIs and monitor progress e.g. such as those set for NSS scores and for research and enterprise; managing the subject league table position; ensuring student achievement in good honours outcomes, developing and enabling successful transitions to full employability * Acting as a member of the Faculty management team, and contribute to the good order and effectiveness of the Faculty and wider University * Lead the Department through periods of change in accordance with the University’s values and procedures * Strategically plan for the development of the Department in relation to market needs, learner needs, research and enterprise opportunities and the wider policy environment * Manage, on a day-to-day basis, the Department including the active management, development and enhancement of the portfolio and its delivery; promoting and marketing the Department’s programmes, research and enterprise; Managing effectively the external profile of the Department’s work in all forms and domains including personal contact, social media, and published materials * Work with others to assure the quality of provision of all programme delivered by the Department, including those delivered by partners * Take responsibility for the quality of the student experience within the Department and actively promote a range of delivery strategies for effective learning, teaching and assessment to meet individual needs * Promote the involvement of students in programme enhancement through existing student representation processes and the consistent use of programme and course student questionnaires and focus groups * Be responsible for the Department’s fulfilment of the obligations of the University of Greenwich systems as defined by the Quality Assurance Handbook * Contribute to the effective operation of, provide reporting to, and act upon actions from, both the Faculty governance structure and the Faculty management structure, leading on projects, agenda items, and reporting as appropriate * Manage resources effectively, in consultation with the PVC and the Faculty Operating Officer (FOO) (including the effective deployment of staff and managing a budget) for the Department within the overall Faculty resource envelope * Manage and develop staff within the Department, including performance management (in accordance with University policies) where appropriate * Contribute to teaching and research within the Department & elsewhere as agreed and appropriate; * Act as a role model in the Department for example by developing an internationally recognised profile in scholarship and research * Conduct Departmental business in accordance with the University’s values   **Generic:**   * Assist the PVC with the formulation and implementation of the overall Faculty strategy and serve as a member of the Faculty Management Teams and the Faculty Board * Deploy specialist expertise and knowledge in the Faculty and wider University by making strategic contributions to the development of learning and teaching, research and outreach * Overall, the post holder will work collegially to support the continued progress of the Faculty in the delivery of its academic portfolio   **Managing Self:**   * Exercise initiative and creativity in carrying out the duties outlined above; * Take personal responsibility to keep up to date with knowledge, scholarship and research in a discipline within the department’s remit * Develop leadership and management skills and experience as required.   **Core Requirements:**   * Adhere to and promote the University’s Equality and Diversity policies * Ensure compliance with Health & Safety regulations * **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**   **Additional Requirements:** |
| **KEY PERFORMANCE INDICATORS:**   * Academic performance of programmes in the department * Student satisfaction on programmes in the department * Graduate employability * Research and enterprise output of the department * Staff development e.g. number of staff with doctorates and “teaching qualifications” * Subject league table position * Resource use efficiency * Financial sustainability * Contribution to Faculty and University management |
| **KEY RELATIONSHIPS (Internal & External):**   * Other senior managers and their departments, research groups, administrative and technical support staff and the Offices * Offices of the University * Other Faculties of the University * Partner Colleges and international collaboration partners |

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| **PERSON SPECIFICATION** | |
| **Essential**  **Experience**   * Evidence of scholarship and research in a field(s) linked to the work of the Department and /or Faculty * Extensive successful teaching experience in HE showing a creative approach to the development of pedagogy and assessment * Proven experience of meeting the individual needs of a diverse community of learners to maximise their achievement in HE * Demonstrable successful leadership and management experience in higher education * Experience of programme development in HE including validation and accreditation * Experience of developing and implementing quality assurance and quality enhancement systems including knowledge of external quality monitoring and inspection * Evidence of excellent working relationships with student groups * Evidence of a commitment to professional learning and development at a personal level and evidence of supporting peers in the same   **Skills**   * Effective leadership * Ability to work across boundaries and * Managing a budget * High order communication skills (verbal, written and presentational) * Experience of quality enhancement activities and initiatives, and evidence of meeting market and learner needs * Excellent inter-personal skills e.g. an ability to work effectively and collegially within teams and partners; an ability to build effective teams and networks * Using IT for effective, efficient and innovative administration, teaching and research   **Qualifications**   * A Doctoral or an equivalent qualification in a relevant field or clear commitment to obtain one (unless by exception agreed with PVC) * Either formal teaching qualification or membership of the HEA | **Desirable**    **Experience**   * Experience of franchised HE provision e.g. partner colleges and / or international institutions * Experience of supervising doctoral students to completion * Demonstrable successful leadership and management experience in another sector in some cases may be an advantage * Experience of leading or contributing to organisational change   **Skills**   * Conflict resolution; dealing with difficult situations * Motivational and coaching skills   **Qualifications**   * Other qualifications including a teaching qualification for schools or FE if or those pertaining to professional status as appropriate to the work of the Department (define as appropriate to the Department) |
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| Signature(s) |

**Date of issue……………… …..**