

JOB DESCRIPTION

Job Title:	Professor and Head of Department of Human Resources and Organisational Behaviour (Research or Teaching and Scholarship Career Pathway)	Grade:	AC5/2
Department:	Department of Human Resources and Organisational Behaviour	Date of Job Evaluation:	May 2019
Role reports to:	Pro Vice Chancellor of Business Faculty		
Direct Reports	Members of staff in Department as agreed with the PVC		
Indirect Reports:	N/A		
Other Key contacts:	Faculty leadership & management teams and senior staff ; other Faculties and Offices including HoDs, Programme Leaders; staff with central university roles in research & enterprise, learning, teaching and quality enhancement, international matters and partnerships; and the Faculty Operating Officer and professional support staff, 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.			

PURPOSE OF ROLE:

The Business School is seeking to appoint a Professor who will serve as Head of Department of Human Resources and Organisational Behaviour (HROB). The purpose of the post is to provide academic leadership of the department and to facilitate the growth and development of research and enterprise activity

The successful applicant will be expected to be an active scholar and researcher and also to have played a leading role in teaching and learning, but the balance between these two activities may vary as between the different routes.

The person appointed will be required to serve as Head of Department of HROB for an initial term of three years, which may be renewed. In this capacity, the post holder will be expected to provide academic leadership for the department, encompassing both teaching and research activities, and management of the department's resources.

KEY ACCOUNTABILITIES:

Role-Specific responsibilities; research focussed candidates

- Accountability for the integration of leading research and enterprise work or expert input into widely used published teaching or professional training materials;
- Leading the development of research training programmes or novel taught programmes, at the leading edge of the discipline;
- Leading on the supervision of student research at various levels;
- Leading the acquisition and management of substantial enterprise resources from a variety of sources;
- Leading the supervision of research students at doctoral level;
- Leading research at Faculty or University level including the development and implementation of strategy policy and plans;
- Contributing to the development of the academic discipline;
- Developing, mentor and lead a significant research group including research students, research assistants/fellows and possibly early career academics;
- Development and leadership of research or innovation consortia with external partners.

Role-Specific responsibilities; teaching and learning-focussed candidates

- Significant contribution to the University's national and international profile in teaching and the student experience;
- Leading the development and enhancement of curricula, policy or initiatives in teaching, learning and the student experience at the leading edge of practice;
- Leading the development of national or international teaching or subject-related initiatives which impact staff and students;
- Leading the acquisition and management of resources to support teaching, student experience or subject-related work;
- Championing and promoting research-informed learning and teaching;
- Leading or contributing significantly to the sustained development of others (e.g. mentoring, staff development, training) in relation to education, the student experience or personal subject expertise;
- Leading at Faculty or University level on the development and implementation of strategy, policy and plans in relation to education, the student experience, or subject area;
- Developing learning and teaching and/or student experience strategies at Faculty and University level;
- Leading or contributing significantly to major national and international initiatives that lead to relevant outputs; e.g. teaching materials, textbooks, peer-reviewed research publications;
- Leading the development of teaching excellence across the institution.

Generic:

- Sustained growth of own recognition and esteem as an authority and leading figure by the academic or professional community in their specific subject;
- Clear recognition and esteem as an authority and leading figure by the international academic or professional community in their specific subject;
- Possess overall accountability for the acquisition and management of external research resources;
- Integrating enterprise and scholarship into published teaching or training materials;
- Maintaining high professional standing in their discipline and to develop further their

own scholarly profile, including a program of high-quality research, disseminated primarily in refereed academic journals;

- Efficiently implement approved policies, guidelines and standard operating procedures in relation to their own academic duties;
- Maintaining an overview of the welfare, progression, examination and assessment of allocated students;
- Keeping abreast of developments within the disciplines in the work area and seek continuous improvement of own professional practice;
- Undertaking other such duties as may from time to time be directed by the Deputy Vice Chancellor, Research and Enterprise or the Pro Vice Chancellor of the Faculty of Business.

Managing Self

- Develop expertise in research led teaching with an increasing degree of autonomy;
- Keep abreast of developments within the field and seek continuous improvement of own professional practice;
- Actively participate in established professional development framework activities;
- Behave in a manner which reflects the University values and creates a positive environment for work and study;
- Maintain a high standard of student engagement and satisfaction;
- Seek to maximise the learning outcomes of students.

Core Requirements

- Commitment to key strategic priorities of the Faculty and University;
- Adhere to and promote the University's policies on Equality and Diversity and Information Security
- 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:

- Act as a dynamic academic within the Faculty, for example, by fostering community, ownership and shared objectives by holding regular department meetings, by 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 Directorates and the wider University community
- Lead the department, under the direction of the PVC, 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 Executive and Senior 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
- 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) for the department within the overall Faculty resource envelope
- Student experience, retention and employment outcomes;
- The quality and scale of the Department's research activities and outputs;
- The stewardship of the Department's resources, especially the management and development of staff;
- Student recruitment.

Any other duties commensurate with the post and grade as agreed with the PVC of the Faculty and the Deputy Vice-Chancellor.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the PVC, DVC (Research) and Director of GRE as part of the post holder's annual appraisal and with due regard to the University's KPIs.

KEY RELATIONSHIPS (Internal & External):

Internal: Pro Vice Chancellor of Business Faculty, Deputy Vice Chancellor (Academic), Deputy Vice Chancellor (Research and Enterprise), Faculty of Business; other members of Faculty of Business Executive.

External: research collaborators; senior management of relevant professional bodies e.g. CIPD

PERSON SPECIFICATION

Essential	Desirable
<p>Experience: research-focussed candidates</p> <ul style="list-style-type: none"> • Thorough understanding of HE in the UK and in a business enterprise role; • Extensive knowledge of key policy issues at institutional, national and sector-wide level; • Proven track record of publishing a significant and sustained body of outputs with international impact at the highest levels of international excellence including world leading work as leading, corresponding or senior author; • Proven, sustained track record of successful supervision of enterprise activities of students at various levels; • Proven track record of delivering a significant and sustained body of impacts or outcomes with demonstrable benefits to businesses, the public sector or society in general at the highest levels of international excellence in terms of reach and significance; • Publishing outputs or reports in media appropriate for the subject or profession, which demonstrate international levels of excellence; • Proven track record of leading and winning external funding bids; • Proven track record of leading research teams and successful supervision of PhD students; • Proven track record of generating high quality publications; • Proven track record of developing and implementing research and enterprise strategies and policies; • Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at international, national and regional levels; • Extensive experience of strategic planning and managerial leadership; 	<p>Experience</p> <ul style="list-style-type: none"> • 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

- Working knowledge of quality assurance/ enhancement and academic standards;
- Proven track record in effective financial management;
- Experience of influencing academics, researchers and employers.

Experience: teaching and learning-focussed candidates

- Thorough understanding of HE in the UK;
- Extensive knowledge of key policy issues at institutional, national and sector-wide level;
- Proven track record of teaching excellence;
- Proven track record of enhancing significantly educational and wider student experience outcomes for students;
- Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national and/or international excellence;
- Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training and supporting their development;
- Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work;
- Proven track record of developing and implementing education or student experience strategies and policies;
- Extensive experience of strategic planning and managerial leadership;
- Working knowledge of quality assurance/ enhancement and academic standards.

Skills

- Outstanding knowledge of the mechanisms for Higher Education funding;
- Well-developed organisational and management skills;

Skills

- Conflict resolution; dealing with difficult situations
- Motivational and coaching skills

- Able to develop and implement staff training;
- Well-developed interpersonal skills and ability to motivate others;
- Excellent written and oral communication skills;
- Commitment to the promotion of high standards and excellence;
- Ability to think strategically and conceptually;
- Capacity to listen and consult, good negotiation skills;
- Capacity to make informed decisions;
- Ability to work effectively and deliver under pressure;
- Able to use IT effectively;

Qualifications

- PhD degree in a relevant subject;
- Postgraduate teaching qualification and/or Fellowship of the HEA

Personal Attributes

An individual who can help deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.

Qualifications

- Senior Fellowship (or higher) of the HEA
- PRINCE2