

JOB DESCRIPTION

Job Title:	Head of Food and Markets Department	Grade:	AC5
Department:	Food and Markets, Natural Resources Institute	Date of Job Evaluation:	
Role reports to:	Director of NRI		
Direct Reports	Academic members of Food and Markets Department		
Indirect Reports:	Project controller		
Other Key contacts:	NRI Director, NRI Director of Programme Development, NRI Director of Business Development and Partnerships, NRI Teaching and Learning Leader, NRI Director of Postgraduate Research Studies, other NRI Heads of Department, aid donors and other NRI clients, Faculty and University senior management.		
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.			

Note: An appointment could be made with a Professorial title provided that the successful candidate meets the standard criteria for a Professor at the University of Greenwich.

PURPOSE OF ROLE:

The Head of the Food and Markets Department (FMD) will be responsible to the Director/Deputy Director of NRI for the management of staff and other resources devolved to the Department. The Head of Department role will include the responsibility for the delivery of the NRI business plan and the strategic aims located within the Department. Considerable emphasis is placed on leadership as the team now assembled within the department has huge potential and the Head of Department needs to encourage but also to challenge the group in a rapidly changing marketplace.

FMD is a dynamic group of just under thirty academic researchers, this group has grown considerably over the past year and now has a greater nutrition and health focus to its work. The group undertake research and enterprise work across a range of areas including food systems, food innovation, food-based strategies for nutrition, food safety, public health nutrition, sustainable agri-food systems, value chain development, postharvest technology, postharvest losses and value addition. In addition, the department also delivers a number of MSc programmes in Food Safety and Quality Management and Food Innovation and there are ambitions to increase the teaching offering in the near future.

It is expected that the new Head of Department will have an international profile to enhance the development of FMD. The post-holder is expected to follow the Research, Enterprise or potentially the Teaching and Learning career pathway and will be expected to divide their time between managerial responsibilities and maintaining their own portfolio of research, publication, teaching and/or consultancy activities.

The post holder is expected to have and maintain strong stakeholder relationships at regional, national and international levels; with a proven track record of gaining or supporting the winning of external funding. The post holder will be expected to provide strong leadership and to set standards of excellence.

Post holders are expected at this level to build on those at previous levels, to demonstrate significant leadership in a subject area and local, national and international reputation and impact.

We welcome applications from anywhere in the world, but we would expect the successful candidate to relocate to the UK if not already a UK resident and to be based at the Medway Campus of the University of Greenwich.

KEY ACCOUNTABILITIES:

Team Specific:

- Lead the development and delivery of a dynamic and sustainable strategic business plan for the department that is formulated within the strategies of NRI and the wider University.
- Lead the acquisition and management of substantial research and/or enterprise resources from a variety of sources (for example, UKRI, consultancy and technical assistance contracts with international development donors) relevant to the Food and Markets Department.
- Lead on the development of new and maintenance of existing excellent relationships with clients (typically but not exclusively international development donors and consultancy companies in the international development field) and academic partners in UK and internationally, to develop and sustain the business, including communication with and accountability to clients and noting feedback as well as researching, contacting, expanding and enhancing the NRI client base.
- Ensure on an ongoing basis that FMD acquires the level of business required to meet the business plan in the short, medium and long term, which includes effective management of staff and quality control of outputs.
- Develop and mentor the professional development of FMD staff in research and consultancy within the context of the University of Greenwich Career Pathways, including developing their skills in research, enterprise and teaching.
- Perform day-to-day line management of staff within the Department including responsibility for matters such as staff workloads, conduct of staff appraisals, compliance with NRI and UoG policies and procedures on discrimination, inclusion, travel, health and safety etc.
- Plan for and implement, within the framework of NRI and University policies and in collaboration with the NRI Directorate and Human Resources, new recruitment for expansion of the department and succession planning for key Department members.
- Act as a resource person and practice leader for staff in FMD and other NRI Departments within at least one of areas of work outlined above.
- Optimise the research activity and research quality of the department to increase the contribution to future Research Excellence and Knowledge Exchange Framework submissions.

- Maintain an international profile for the department as a whole.
- Provide leadership in the development and delivery of high quality teaching and learning in the fields of activity of the Department and to specifically oversee the expansion of Undergraduate and Masters' level teaching in FMD, through programmes led by other NRI departments.
- Contribute to the overall management of NRI as a member of the Senior Management Team, and the effective operation of the faculty.
- Deputise for the Director or other senior members of staff as and when requested.

Generic:

- Clear recognition and esteem as an authority and leading figure by the international academic or professional community in their specific subject
- Have overall accountability for the acquisition and management of external funding
- Maintain high professional standing in their discipline and develop further their own scholarly profile, including a program of high quality scholarship, disseminated primarily in professional refereed journals.
- Efficiently implement approved policies, guidelines and standard operating procedures in relation to own academic duties.
- Maintain an overview of the welfare, progression, examination and assessment of allocated students.
- To keep abreast of development within the disciplines in the work area and seek continuous improvement of own professional practice.
- Undertake other such duties as may from time to time be directed by the PVC, Deputy Vice-Chancellor, Research and Enterprise.

Managing Self

- Behave in a manner which reflects the University values and creates a positive environment for work and study
- Ability to work effectively and deliver under pressure.
- Acquiring and maintaining a portfolio of research and enterprise projects representing personal commissioning at around Full Economic Cost for about 50% of each year
- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- 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 NRI, 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:

- Ability and willingness to travel overseas, as the role will involve collaboration with international partners;
- Any other duties commensurate with the post and grade as agreed with the Deputy Director of NRI in consultation as necessary with the PVC of the Faculty and the Deputy Vice-Chancellor.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established and agreed with the Deputy Director of NRI but indicatively these will be

- To lead on developing and delivering a dynamic strategic and sustainable business plan for the Department in taking the group forward within the context of the Institute's aims and values and those of the University
- To lead on the attainment of appropriate contributions from FMD, to the KPIs of the NRI Strategic Plan
- Personal contribution to the research, enterprise and teaching activities of NRI

KEY RELATIONSHIPS (Internal & External):

Heads of Department will be regarded as senior staff in NRI and will work directly under the management of the NRI Deputy Director.

They will be expected to:

- Work closely with the NRI's Director, Director of Business Development and Partnerships, Director of Programme Development and Leader of Teaching and Learning to ensure that the Department delivers its part of NRI's strategy, in the formulation of which the Department will have had a significant role;
- Liaise with other NRI Heads of Department to ensure optimum use of NRI staff resources in bid development and implementation of project activities
- Consult regularly with departmental colleagues in the execution of their duties;
- Undertake other duties that may be required from time to time by the NRI Director/Deputy Director

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 seeks 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.

Builds Trust

Builds a shared purpose and trusts team members to achieve objectives. Uses clear unambiguous 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 a clear set of values. Develops effective networks and partnerships both 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.

PERSON SPECIFICATION

Essential

Experience

- International credibility within a field of work covered by the Department
- 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 (enterprise career pathway)
- 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 (research career

Desirable

Experience

- Thorough understanding of HE in the UK and in a business enterprise role
- Successful supervision of PhD students
- Proven, sustained track record of successful supervision of enterprise activities of students at various levels

<p>pathway)</p> <ul style="list-style-type: none"> • Proven, sustained track record of successful supervision of research activities of students at various levels (research career pathway) • Proven track record of leading research teams and successful supervision of PhD students (research career pathway) • Extensive knowledge of key policy issues at institutional, national and sector-wide level. • Publishing outputs or reports in media appropriate for the subject or profession, which demonstrate international levels of excellence (enterprise career pathway) • Proven track record of leading and winning external funding bids and projects • Proven track record of leading research or professional teams in complex and challenging environments. • 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 • Working knowledge of quality assurance/ enhancement and academic standards • Proven track record in effective financial management • Experience of influencing academics, researchers and employers • Experience of bringing research/enterprise experience into teaching/training activities • Experience of and willingness to undertake regular short-term 	
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<p>international travel to developing countries</p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent leadership skills, including the ability to motivate a large and diverse workforce to achieve high levels of individual, team and organisational performance. • Outstanding knowledge of the mechanisms for funding research and enterprise. • A broad understanding and appreciation of common and unique aspects of teaching, professional practice, and research in the department • 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 <p>Qualifications</p> <ul style="list-style-type: none"> • PhD degree in a relevant subject <p>Personal attributes</p> <ul style="list-style-type: none"> • A commitment to delivering our values of inclusive, collaborative, and impactful. 	<p>Skills</p> <ul style="list-style-type: none"> • Proficiency in one or more major non-English languages spoken in developing countries <p>Qualifications</p> <ul style="list-style-type: none"> • Postgraduate teaching qualification • Minimum of Associate Fellow of HEA or significant teaching experience. • Professional qualification appropriate for the subject <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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| <ul style="list-style-type: none">• Respect for the purposes of the University and a belief in, and commitment to, the role of higher education in society.• We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity | |
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