

Head of Section¹

JOB DESCRIPTION

Main Job Purpose

The Head of Section (or equivalent) is responsible for leading a substantial academic section and associated staff within the School, for appropriately developing the research and teaching activities within the section, and for championing the activities of the section across the School, Faculty and wider University.

Statements of Responsibilities

- To promote the highest academic standards and leadership across the section
- To identify, initiate, inspire and promote research activity and collaboration within the section and across the School, Faculty, University and externally
- To be responsible for the quality of education and educational support for students in the section
- To have significant input into the strategic development of research and teaching within the section and more broadly across the School.
- To provide academic leadership for academic staff within the section
- To provide leadership and act as a mentor for staff in relation to staff review, career development, progression and promotion.
- To contribute towards the wider Faculty admissions strategy to ensure the interests of the section are best represented and that admissions potential for the section are fulfilled in line with University strategy.
- To be a representative of the section on School and Faculty Committees as necessary and to chair meetings where applicable/delegated
- To represent the academic section to Head of School and the Dean when required for example to bid for resources for the section.
- To manage/monitor resources for the section, as delegated by the Head of School
- To manage the section's daily affairs
- To be a champion across the School, Faculty, the wider University and to external partners for the section
- To participate more widely in the leadership and management of the School, Faculty and University through engagement with, and membership of, relevant committees, working groups, etc.

Specific Priorities (insert here any School specific objectives for the Head of Section)

¹ Title may be adjusted to Head of Centre/Division/Discipline as fits the structure within the particular School – but the responsibilities and scope of the role must be consistent with this job description

Relationships and Contacts:

Your Line Manager: Head of School
Please provide your line manager's job title

Line Manager to, where appropriate: Academic Staff within the Section
Please provide the job titles of employees directly reporting to you

Internal Contacts:

Head of School, Dean, Faculty Professional Services team, School Administration team, other Heads of Department
All academic staff

External Contacts:

Liaise with relevant industry partners, Government Agencies as relevant to their discipline
Potential students
Cognate departments and heads in other Universities in the UK and overseas

Qualifications, Skills, Knowledge and Experience:

Doctorate or equivalent
Demonstrable experience of leading others and able to lead by example in all aspects of their work
Demonstrable achievement in supporting/championing their academic discipline
Excellent communication skills and experience of motivating and mentoring staff (or students)

Work Examples:**Academic Leadership**

Role-holders will champion their discipline within the School/Faculty/University and beyond to ensure that the section's activities remain at the forefront of current thinking, ensuring that developments within both teaching and research are evaluated with recommendations being made to the Head of School to feed into the wider Faculty and University strategy where appropriate. It is important that the Head of Section promotes the credibility of the academic staff within the section and seeks to ensure that academic views are heard and represented. This will likely include negotiating with the Head of School for Faculty Resources, for strategic investment in both facilities and equipment as well as for academic resources. The Head of Section may manage delegated budgets/resources.

Academic leadership in the section will also extend to industrial partners and potential collaborators to support and maximise the investment opportunity within the relevant academic

discipline(s) particularly for research, but this could also extend to teaching opportunities.

The Head of Section needs to have a good understanding of academic career pathways, promotions and progression procedures, to be able to provide support to academic staff in their career management. This necessitates a positive and pro-active approach to staff review and development in the areas of research, teaching and broader citizenship to ensure that career development issues are properly discussed on at least an annual basis.

The role holder will be expected to maintain a collegiate spirit among those academics associated with the section which will include activities such as planning and leading away-days or team-building activities

Student Recruitment & Selection

The post holder will have a key part to play in supporting the maximisation of admissions numbers for their section in conjunction with the Faculty and wider University admissions team. This will include ensuring that the right admissions resources are deployed for the relevant discipline(s) and that potential students have a positive recruitment/selection experience.

Academic Standards

The post holder will be responsible for ensuring that academic standards within the section are maintained in areas such as assessment and feedback to students or teaching quality. The Head of section will be responsible for seeking to address any concerns in conjunction with the Head of School as appropriate.

Together with the Programme Director(s) of the Programme(s) offered within the section, the postholder will ensure that the needs of the wider discipline(s) (including those of potential employers) are fully satisfied within the teaching programmes. This will involve instigating initiatives to create, adapt or delete existing units or programmes at the undergraduate and masters level.

Background Information:

Organisation Chart:

Any Other Information: