

Job Description

Job title Head of School

Faculty/Directorate: Business and Law

Grade: Senior Staff

Full time, Permanent

	Duties of the role
Overall purpose of the role	<p>The Head of School will provide strategic and effective operational leadership of the school. Working closely with the Pro Vice Chancellor and Dean, Deputy Dean and wider Faculty Executive, the post holder will be responsible for the delivery of high-quality teaching, research, knowledge exchange and innovation activities within the school.</p> <p>The Head of School will manage the school's planning, strategy and development; people management; academic leadership and financial and resource management. This will include business risk, budgetary control, workforce and student number planning and income generation, to support the full range of activities of the school. The post holder will be a key member of the Faculty Leadership Team, Faculty Leadership Board and contribute to university-wide initiatives as appropriate.</p> <p>Supporting collaborative working cross-school and faculty, a key emphasis for the Head of School will be to build the school's external profile, reputation and reach, including recruitment and outreach, building partnerships with businesses, and engaging with local and regional communities to develop a national and international presence.</p>
Main duties and responsibilities	<p>Leadership and Management</p> <ul style="list-style-type: none"> • Provide dynamic and effective leadership within the school, driving delivery of the faculty and university strategy and ensuring the achievement of key performance indicators. • Deliver effective workforce planning, financial and budgetary management, and staffing resource to ensure the full range of activities within the school including teaching, research, knowledge exchange and innovation. • Create an inclusive, communicative and performance-focussed management culture that encourages staff engagement and where colleagues feel empowered to succeed. • Monitor work planning, objectives and performance indicators within the school, using the findings to inform strategic decision-making, and where appropriate, manage performance.

Duties of the role

- Provide a high-quality academic experience for students within the school, ensuring quality, student retention, progression, completion and achievement metrics.
- Taking an outward and forward-looking perspective, ensure portfolio and all courses are up-to-date and responding to the changing needs of the sector, market and workplace.
- Proactively lead and develop recruitment and outreach to all relevant markets including schools and colleges, business and professional sectors, and international work to support recruitment. In addition, lead on events such as open and applicant days and clearing.
- Build the school's profile, reputation and reach by developing and nurturing partnerships with business and organisations within the city and region, nationally and internationally to support teaching, research, knowledge exchange and innovation.
- Support and embed all school, faculty and university accreditation, PRSB and compliance requirements in all school activities, as needed.
- Support the faculty's international strategy and relationships, undertaking overseas travel as appropriate/required and ensuring adherence to Home Office regulations.
- Take responsibility for ensuring that the university's strategic EDI plans are in place and provide regular progress reports, as required.
- Ensure the adherence to health and safety practices and regulations in all school activities.
- Minimise environmental impact, seeking to promote environmental sustainability in line with the university Environmental Policy.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.

PERSON SPECIFICATION:
**HEAD OF THE SCHOOL OF LEADERSHIP,
MANAGEMENT AND MARKETING**
FACULTY: BUSINESS AND LAW
GRADE: SENIOR
FULL TIME, PERMANENT

Area of responsibility	Requirements	Essential or desirable	*Method of assessment
Qualifications and training	A doctorate or equivalent standing relevant to an academic discipline within the school	Essential	A,D
	Evidence of a profile of research/teaching or knowledge exchange/professional practice in own area of expertise, within one of the disciplines of the school	Essential	A, I, D
Previous work experience	Significant senior management and leadership experience within a large and complex organisation	Essential	A,I
	Experience of developing and delivering strategic objectives in line with set KPIs and targets	Essential	A,I, T
	Experience of workforce and student number planning, business risk management and budgetary responsibility	Essential	A,I
	Experience of leading and developing outreach activities resulting in increased student recruitment from different sectors and markets	Essential	A,I
	Experience of building organisational reputation and profile through successful strategic partnerships with businesses and organisations	Essential	A,I
	Experience of portfolio and programme development at undergraduate and postgraduate levels	Essential	A,I,T
	Experience of developing executive education, CPD and/or lifelong learning courses	Desirable	A,I
	Experience of developing and leading commercial/enterprise/innovation projects and activities relevant to the business sector	Desirable	A,I
Specific knowledge / skills / abilities / motivation / attitude required	In depth understanding of academic quality, learning and teaching and student experience	Essential	A,I,T
	Demonstrable understanding of building, developing, and sustaining a positive research and innovation culture	Essential	A,I,T
	Significant skills in successful change management	Desirable	A,I
	Proven people skills demonstrating a high degree of emotional intelligence and self-awareness, with an ability to effectively manage difficult conversations and performance	Essential	A,I,T

*A= Application form; I= Interview; T = Test; D = Documentary evidence

responsibility	Requirements	Essential or desirable	*Method of assessment
Specific Knowledge / skills / abilities / motivation / attitude required	Accreditations experience e.g. AACSB/Equis, and knowledge of external requirements including funding bodies, statute, PSRBs and related implications for the school	Desirable	A,I
	Ability to represent the faculty and university internally to others and externally both in the UK and overseas with the commensurate political and cultural skills	Desirable	A,I
Additional requirements	Demonstrate commitment to promoting equality and diversity initiatives such as Race Equality Charter, Athena Swan and Social Justice themes	Essential	A,I

*A= Application form; I= Interview; T = Test; D = Documentary evidence