



UNIVERSITY OF PLYMOUTH

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Head of School
Faculty and School: Faculty of Arts, Humanities and Business - Plymouth Business School
Reports to: Executive Dean

Role Purpose:

The Head of School role is primarily responsible for formulating and operationalising academic strategy, ensuring appropriate plans and resources are in place for their delivery. Approachable and visible, the Head of School brings confident leadership amidst a context of rapid change within the University and HE sector as a whole.

This leadership role is undertaken for a 5-year period with an option for a mutually agreed extension of 2 years. Continued research and teaching activity is assumed in line with the role holder's substantive academic post and as agreed with the Executive Dean upon appointment. All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.

Key Accountabilities:	Indicator of Success:
<ul style="list-style-type: none"> • Translates and communicates University strategy and policy as it applies to the School, students and staff. • Leads the development, direction setting, implementation and continuous review of the School's strategic plan in accord with delivering against the overarching Faculty priorities and University's strategic imperatives. • Engages with colleagues within and across own Faculty and works collaboratively across the academic leadership community of the University as a whole in order to advance School/Faculty /University priorities. • Works collegially as a member of the Faculty Executive. • Leads, engages and motivates staff within the School creating an environment for high performance ensuring formally delegated leadership and management responsibility distributed within the School is undertaken effectively and to the standards required by the University. • Motivates and formally manages own direct reports effectively, in line with the University's expectations, policies and procedures. • Identifies and develops future potential in staff through succession planning. • Drives the financial sustainability of the School ensuring planning and forecasting on an on-going dynamic basis securing the achievement of agreed performance targets, including finance and research grant and tuition fee income. 	<ul style="list-style-type: none"> • Student Recruitment • Student Retention • Student Employability • Student Satisfaction • Subject TEF outcomes • Staff Engagement • 360 feedback • PDR feedback • School's contribution to REF • School's research income

This job description relates to the key leadership accountabilities associated with the Head of School role. Specific priorities and indicators of success will be agreed as part of your PDR.

<ul style="list-style-type: none"> • Pursues opportunities to diversify income and increase revenue for the School/Faculty/University. • Ensures the effective delivery of high-quality teaching and the maintenance of academic standards. • Enhances the quality and volume of research by encouraging and enabling demonstrable research achievement within the School • Ensures that the School's responsibilities to students in respect of admission, teaching, progression, pastoral care and employability are met. • Ensures compliance with academic regulations, quality standards and processes in relation to student recruitment, admissions, teaching, learning and assessments. • Ensures all activities undertaken are in line with the University's policies on information governance and security including those relating to the protection of personal data under Data Protection legislation (or GDPR). • Takes responsibility for Health and Safety in the School in line with the Health and Safety Policy. 	
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PERSON SPECIFICATION

Criteria
<p>Overall A person with a track record of successful academic leadership as Professor or exceptionally as an Associate Professor.</p> <p>Knowledge, Education and Training: Good working knowledge of institutional management systems and relevant legislation. Basic financial and people management training (e.g. UoP Management Basics Training or equivalent) Leadership Development (e.g. UoP Leadership Essentials or equivalent)</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Making a significant contribution to the running and strategic direction of the University through designated committee, academic leadership or project activities. • Being a mentor • Undertaking appraisals for staff (e.g. UoP PDR) • Chairing committees • Working on University wide projects • Achieving results with and through others amidst context of change/uncertainty
Leadership skills and capabilities
<p>Demonstrates self-leadership:</p> <ul style="list-style-type: none"> • Self-aware with the ability to self-regulate their approach appropriately • Resilient, with personal strategies for sustaining high performance • Open to constructive feedback and committed to own continuous development <p>Develops and empowers others to deliver:</p> <ul style="list-style-type: none"> • Is able to set clear expectations of performance and standards and communicate these clearly to a range of audiences • Provides regular feedback and support for direct reports/staff as appropriate

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- Looks for potential in staff, encourages and supports
- Holds individuals and teams to account for delivering required results
- Cultivates an empowering and inclusive One Team environment

Leads and operates amidst change and ambiguity:

- Takes a longer term and bigger picture view
- Able to lead the development and delivery of plans and solutions for the future with and through colleagues/teams
- Has the confidence to take considered risks
- Is able to adapt plans and respond to emergent situations/information/needs
- Builds confidence and inspires others along the way so that individuals/teams/university are successful
- Identifies and supports new ways of doing things

Builds and secures value from relationships:

- Builds trust and credibility
- Takes a diplomatic yet firm approach to issue resolution
- Works in partnership seeking mutual benefits
- Consults and includes others as appropriate within and beyond own area of responsibility
- Shows empathy – listens and responds appropriately to others

Uses sound business judgement:

- Considers best use of resources and ways of reducing costs to improve efficiency
- Makes evidence/data informed decisions in a transparent manner
- Makes decisions in a One Team way - accountable to self, the University and our students