

Appendix 1

Head of School Job Description

The Head of School reports to the VP/Head of College and performs a pivotal and instrumental academic leadership role in the University's organisational structure and carries significant accountability for providing a coherent academic vision and direction for the School, through the Vice Principal/Head of College to the Principal and ultimately the University Court.

The School is a key organisational unit of the University, each led by an appointed Head of School with accountability for the strategic leadership and development of the subject disciplines within the School. The Head of School is financially accountable and the recognised budget holder for their respective School, and a full member of the College Management Group. The Head of School is responsible for determining and successfully delivering the strategic direction of the academic disciplines within its remit aligned with the strategic imperatives of the College supporting the School's research and knowledge transfer; learning, teaching & scholarship and internationalisation ambitions, and contributing to the success of the University. This role embodies responsibility for academic staff and students in the School.

Purpose:

- Champion the provision of high-quality teaching, research and scholarly activities within the School ensuring a stimulating, collegial and well-managed environment. The post holder will work in partnership with a School Executive.
- Contribute to the delivery of the College's strategy including promoting excellence in the School's contribution to the University's Research & Knowledge Exchange, Learning & Teaching and Internationalisation strategies.
- Be accountable for ensuring the overall delivery of the student experience
- Be accountable for the effective governance and leadership of the school including, adherence to academic, research and relevant policy related principles.
- Lead, develop and motivate a high performing School and its staff, engendering a culture of excellence, accountability and transparency, ensuring alignment with the University's Strategic Plan.
- Be responsible for the effective and efficient use of allocated resources to maximise the School's contribution to the College and University strategy.
- Play a major role in the strategic development of the College.
- Where appropriate, be closely associated with a research Institute.

Main Duties and Responsibilities:

- Develop and deliver a compelling, cohesive and ambitious vision for the School aligned to College strategic objectives.
- Actively influence and contribute to the development and delivery of a compelling and sustainable University strategy.
- Manage the School's academic, physical and financial resources to maximize its contribution to the growth and success of the University

- Provide academic leadership and direction to the School, embracing the range of subject disciplines represented in the School, by providing a coherent academic vision and direction accordingly.
- Lead, develop and motivate a high performing School and its staff, engendering a culture of excellence, accountability and transparency, including responsibility for the career development and performance management of academic staff within the school.
- Attract, manage and retain staff to achieve academic excellence, supported by Performance and Development Review processes, and contribute to the successful development of the School and the College.
- Identify, promote and contribute resources to developing the School's research strengths and broader research portfolio. This will include identifying and supporting opportunities for research and programme developments internally, externally and internationally, both within existing funding streams, and where possible, through multi-disciplinary collaboration.
- Formulate and implement local aspects of the Learning and Teaching strategy which enhance the quality of the provision, ensuring that students are engaged fully and that the quality assurance of all provision is carried out in line with University policies.
- Promote engagement of students in critical evaluation of the education provision on an ongoing basis, taking cognisance of the needs of the diverse student body.
- Ensure academic staff in the School design, develop and deliver (undergraduate and postgraduate) degree programmes and relevant courses for agreed interdisciplinary degree programmes to the necessary standards.
- Actively develop and promote the School's international academic profile and enhance its international recruitment and partnership development in line with the University's Internationalisation strategy.
- Develop School strategies and associated financial and operational plans in partnership with staff and the VP/Head of College; to allocate School resources accordingly, with clear objectives, targets and associated measurements.
- Support cross-School and College developments in research, teaching and internationalisation including engaging with the Research Institutes.
- Support and promote knowledge transfer between the University and non-academic users of research through appropriate mechanisms.
- Ensure close links are maintained with the relevant professional, statutory and regulatory bodies and that the School meets the required quality, accreditation training and development needs of the professions.
- Encourage, support and facilitate entrepreneurial activity, identifying and pursuing external funding and income-generating activities for the School.
- Ensure that all relevant University policies and procedures are communicated across the School.
- Forge and maintain external relations essential to the School's business, promoting the University as required to external bodies and organisations and enhancing its reputation, profile and influence in Scottish, UK and international forums.
- Act as an ambassador for the School and College raising its profile externally including internationally and embodying good practice.
- Deputise, when required, for the Head of College, in connection with College business.

Qualifications

- Academic – Level 10 (Professor, including Clinical)
- PhD or demonstrable evidence of equivalent training and experience

Skills & Experience

- Successful and sustained leadership that is evidenced internationally.
- Successful track record of academic leadership and team building
- Leadership style that engenders a positive collaborative culture, sustaining high performing and effective teams that engage with colleagues across the University
- Significant experience at a senior level in an academic based environment
- Well-developed understanding of the priorities, operation and strategy of relevant funding bodies as evidenced by a track record of funded research.
- Proven experience of managing staff and their performance.
- History of successful training and development of early career academics, including PhD students.
- Demonstrable track record in strategic and operational management and planning
- Experience of financial planning and resource allocation,
- Experience of leading and successfully initiating and implementing change.

Personal Qualities

- Ability to identify, create and articulate a coherent academic vision for the School
- Ability to combine and integrate the skills and expertise of highly motivated staff into multi-disciplinary teams, developing and building upon existing collaborations as well as creating/facilitating new opportunities.
- Ability to engage a range of internal and external stakeholders to collaborate in identifying problems and appropriate solutions, within agreed timetables and budgets.
- Ability to manage resources to ensure that the School is self-sustaining from income generated from research funders and other sources including teaching and research student supervision.
- Ability to motivate academic staff to create, develop and deliver innovative postgraduate taught degree programmes, working closely with Heads of College.
- Experienced in encouraging and supporting entrepreneurial activity.
- Fellowship of a subject specific society and international visiting appointment at a leading (top 200 global or top 3 in a specific country) international university.