Appendix 1

Head of School Job Description

1. 1. Introduction

The Head of School reports to the Vice Principal and Head of College and is a key member of the College Management Group (CMG). The postholder will ensure the strategic development of the School and the achievement of its academic objectives, and will contribute to the success of the College and the University.

1. 2. Purpose

- Champion the provision of high quality teaching, research and scholarly activities within the School ensuring a stimulating, collegial and well-managed environment. The postholder will work in partnership with the School Executive.
- Contribute to the development and 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.
- Responsible for the effective and efficient use of allocated school resources to maximise the School's contribution to the College and University strategy.
- Responsible for the career development and performance management of academic staff within the school, and ensuring objectives align with the University Strategic Plan.
- Accountable for the effective governance and management of the school including adherence to academic, research and administrative principles.
- Act as an Ambassador for the School and College raising its profile externally including internationally and embodying good practice.
- Accountable for ensuring the overall delivery of the student experience.
1.3. **Main Duties and Responsibilities**

- Provide a coherent academic vision and academic leadership to the School, embracing the range of subjects and disciplines represented in the School;
- 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 strategy and associated financial and operational plans in partnership with the Vice Principal and Head of College and staff within the school; allocate School resources accordingly, with clear objectives, targets and associated benchmarks/metrics;
- Identify, promote and contribute resources to developing the School's strengths and oversight of the School’s 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;
- Support cross School and College developments in research, teaching and internationalisation including engagement with the Research Institutes;
- Support and promote knowledge transfer between the University and non-academic users of research through appropriate mechanisms;
- Formulate and implement local aspects of the Learning and Teaching strategy which enhance the quality of the provision, ensuring full engagement of students and that the quality assurance of all provision is carried out in line with University policies;
- 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;
- Attract, lead and retain staff to achieve academic excellence, supported by Performance and Development Review processes, in the successful development and delivery of School and College strategies;
- Responsible for effective communication and full staff engagement including awareness and application of University policies and procedures;
- Forge and maintain external relations essential to the School's business, promoting the University to external bodies and organisations and enhancing its reputation, profile and influence in Scottish, UK and international forums;
- Ensure that the School and its members comply with University policies on research quality and conduct and the requirements of all relevant regulatory bodies.
- Deputise for the Vice Principal & Head of College as required.
1. 4. Knowledge, Skills & Qualifications

Qualifications

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

Skills and Experience

- Successful and sustained leadership that is evidenced internationally.
- Successful track record of academic leadership and team building
- 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 effectively leading staff and managing performance.
- Track record of successful developing and mentoring 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.

Special Factors

- Ability to identify, create and articulate a coherent academic vision for the School
- Ability to cultivate and integrate the skills and expertise of highly motivated staff into effective multi disciplinary teams, developing and building upon existing collaborations and as creating/facilitating new opportunities.
- Ability to engage a range of internal and external stakeholders to collaborate in identifying appropriate solutions, within agreed timetables and budgets.
- Ability to manage resources to ensure that the School is self sustaining from multiple income generating sources.
• 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.
  o Fellowship of a subject specific society and/or international visiting appointment at a leading (top 200 global or top 3 in a specific country) international university.