

Job Description

Job title	Head of Subject (Psychological Sciences)
School / department	SHSS
Grade	Minimum Grade 8
Line manager	Head of SHSS
Responsible for	Academic and technical staff within the subject group

Main purpose of the job

Working closely with the Head of School and other Heads of Subject as a member of the School Executive, to contribute to the strategic leadership and operational management of the School in line with School and University strategies, plans, policies and procedures.

To provide academic leadership and management of the subject group, focusing on developing and resourcing academic activity (UG and PGT courses, PGR students and staff research and enterprise) across psychology and addiction studies with a particular emphasis on quality assurance and enhancement of the student experience.

To make an individual contribution to the subject group's academic activity.

Key areas of responsibility

1. To support and work with the Head of School and the School Executive in the development and implementation of the School's strategic plan.
2. To oversee the delivery of courses in psychology and in addiction studies.
3. To line manage the academic and technical staff within the subject area.
4. To co-ordinate the development of marketing, recruitment, admissions, retention and progression plans for the subject area and ensure that targets and performance indicators are agreed and met.
5. To develop the course portfolio to meet existing and future student demand and meet recruitment and retention targets.
6. To work with course leaders to ensure appropriate timetabling and resource allocation.
7. To promote the continuing enhancement of curricula and the student experience, in line with PRSBs where relevant.

8. To ensure the effectiveness of the subject's quality assurance and enhancement arrangements.
9. To contribute significantly to the research and enterprise output and activities of the School.
10. To oversee timely outcomes for Assessment Board(s) and Progression and Award Board(s).
11. To maintain effective relationships with collaborative partners and other stakeholders, in line with University strategies and policies.
12. To advise and support the Head of School on the appropriateness and adequacy of staff workloads and physical and virtual resources for course delivery.
13. To ensure that subject area activities comply with University financial regulations, academic quality assurance arrangements, value for money objectives, and School and University plans.
14. To advance staff capability and aspirations within their discipline ensuring their induction, development, appraisal and performance review, and effective deployment in line with University policies and procedures.
15. To undertake teaching and research/enterprise and professional activities.
16. To represent psychological sciences within the School, wider University and externally.
17. To demonstrate personal commitment to the promotion of equality and diversity throughout the School and University.
18. To deputise for the Head of SHSS as and when required.
19. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<p>UG and/or PGT degree or equivalent in a relevant field.</p> <p>Doctorate in psychological sciences</p> <p>Graduate basis for chartered membership of the BPS</p> <p>HEA Fellowship (or willingness to obtain within 6 months of employment)</p>	<p>BPS chartered status alongside full membership of the Division of Health Psychology</p>
Knowledge and experience	<p>Record of achievement in HE teaching (through course and module delivery and leadership), research (through publication and grant capture) and/or enterprise (through income generation and project delivery)</p> <p>Established record of academic leadership and management</p> <p>Experience of managing staff and other resources to deliver School and University goals</p> <p>Experience of strategic leadership of portfolio and/or curriculum development to meet student demand and attain recruitment targets</p> <p>Record of active participation in the assurance and enhancement of academic quality and standards, including in the context of PSRB accreditation scheme requirements</p>	<p>Experience of supervising doctoral students to completion</p> <p>Experience of developing and maintaining effective networks and partnerships</p> <p>Experience of financial planning, resource allocation and budget monitoring</p> <p>Experience of engagement with institution-wide agendas, e.g., through committee and/or project-team membership</p>

	Experience of delivering strategic change	
Specific skills to the job	<p>Influencing others</p> <p>Building, developing and motivating a team</p> <p>Strategic and operational planning within an academic context</p> <p>Use of remote learning and other communications technologies</p>	
General skills	<p>Organisation of self and others</p> <p>Time management</p> <p>Sound judgement, practical problem solving, and making difficult decisions</p> <p>Focus</p> <p>Communication, influencing and broader interpersonal skills</p> <p>The ability to liaise and network internally and externally effectively</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		