

## Job Description

|                        |  |
|------------------------|--|
| <b>Job title</b>       | Head of School of Computing and Engineering  |
| <b>Grade</b>           | Grade 10   |
| <b>Line manager</b>    | Deputy Vice-Chancellor and Provost for Health  |
| <b>Responsible for</b> | Line management of Heads of Subjects and academics in the School of Computing and Engineering. |

### Main purpose of the job

The Head of School of Computing and Engineering will report to the Deputy Vice-Chancellor and Provost for Health and provide vision, direction and leadership for the academic and professional development of the School of Computing and Engineering. The post holder will contribute and lead research, enterprise and knowledge exchange activity within the fields of Computing and Engineering and associated disciplines. As a member of the university's senior management group the post holder will contribute proactively to the development of the university, working with a wide range of internal and external stakeholders.

### Key areas of responsibility

#### Strategic and operational

- Provide strategic direction and ambassadorial academic leadership within the context of university priorities.
- Lead the formulation and implementation of the school's academic plan, setting ambitious objectives and ensuring its fit with the university's academic plans and strategies.
- Continually enhance the student experience, ensuring that the design and delivery of courses and modules within the remit of the school; the provision of student engagement and feedback processes; and the delivery of student support processes meet the highest standards, complying fully with university and external requirements in respect of quality (e.g., QAA), student satisfaction, and other key performance indicators.
- Encourage, support and facilitate scholarship, research and entrepreneurial activity, ensuring the school identifies and pursues external funding and income-generating activities meeting university targets.
- Enhance academic leadership within and beyond the school, embracing the range of disciplines represented, by providing, in partnership with the pro vice-chancellors and the directors of central services, a coherent vision for teaching, learning, research, scholarship, enterprise and employer engagement.
- Build and maintain external relations essential to the school's and university's business, promoting the university to external bodies and organisations and enhancing its reputation, profile and influence in UK and international forums.
- Collaborate with other heads of school and central services to identify new opportunities for university-wide and interdisciplinary developments.
- Support the university's strategy for submissions to the research excellence framework.
- Support an outstanding student learning experience by ensuring effective arrangements are in place for the delivery, quality assurance and enhancement of all programmes, modules and fields and develop where possible new forms of learning that transcend time and place.
- In collaboration with internal and external stakeholders, drive the development of a dynamic and innovative portfolio of undergraduate taught and postgraduate programmes supportive of the university's strategic plan.
- Continue the development and implementation of an effective and proactive employer engagement strategy, building on existing links so that relevant professional and employability skills are integrated into the curriculum and that all students benefit from exposure to the professional practice of their discipline.

- In partnership with the relevant central services, develop and deliver an effective student recruitment and retention strategy.
- Ensure recruitment targets are met or exceeded.
- Attract, manage and retain staff in the school to achieve academic excellence, ensuring their development, appraisal and performance review, and effective deployment in alignment with the university's policies and procedures.
- Advance staff capability and talent manage, ensuring induction, staff development and review in accordance with HR policies and procedures including workload and staff wellbeing.
- Identify and deliver achievable research and enterprise income generation targets and ensure that the school is positioned to take advantage of funding initiatives both within the UK and internationally.
- Support the development of the university's submission for the research excellence framework.
- Perform an influencing role in appropriate research networks and professional and government committees and forums.
- Work with subject heads to implement comprehensive, accurate and timely timetabling and workload allocation processes, ensuring effectiveness, efficiency, equity and fairness, consistent with university requirements.
- Take responsibility for regular and effective communication within the school and across the university.
- With the assistance of the school's financial accountant, develop, implement and operationally manage an annual school budget in line with the university's resource allocation model, ensuring the highest standards of financial probity.
- Actively support the academic and business operations of the university through contribution to and membership of school and university working groups and committees.
- Ensure that all relevant university policies and procedures are communicated and complied with.

### **Administration and teaching**

- Provide advice to Heads of Subjects to ensure undergraduate, post-graduate curricula are informed by research and relevant professional body to provide relevant knowledge and skills to students.
- Deliver inspirational teaching within undergraduate and postgraduate programmes, doctoral education and supervision.
- Contribute to the development of engaging curriculum/course content into the relevant curriculum and to professional body requirements.
- Participate in relevant University committees, groups, academic quality mechanisms, stakeholder engagement and student experience activities.
- Ensure a web and social media presence is maintained to disseminate research widely and increase impact.

### **Research, Enterprise and Knowledge Exchange**

- Lead income-generating activities within Computing and Engineering and associated disciplines to include consultancy, exploitation of intellectual property and relevant professional development courses, promoting the interests and reputation of the University nationally/internationally.
- Developing research output with impact, suitable for inclusion in the next REF exercise.
- Play a leading role in securing external funding and in developing partnerships and collaboration with commercial, voluntary and community sector partners.
- Provide expert advice and guidance to strengthen the research environment within Computing and Engineering and associated disciplines and across the institution.

### **Additional duties**

- Maintain professional registration and the highest levels of professional conduct.
- Participate in relevant professional /advisory activities.
- Engage in a programme of personal practice/research and publication.
- Demonstrate personal commitment to Equality, Diversity and Inclusion.
- Represent the university and school and undertake any other reasonable duties relating to the broad scope and seniority of the position, as required by the Deputy Vice-Chancellor and Provost for Health.

## Person Specification

| Criteria  | Essential   | Desirable   |
|---|---|---|
| <p><b>Qualifications and/or membership of professional bodies</b></p> | <ul style="list-style-type: none"> <li>• Honours degree or equivalent in a relevant discipline</li> <li>• PhD or Professional Doctorate in a relevant area</li> <li>• Registration with relevant professional bodies</li> </ul>   | <ul style="list-style-type: none"> <li>• PG Cert and HEA Fellowship</li> </ul>  |
| <p><b>Knowledge and experience</b></p>                                | <ul style="list-style-type: none"> <li>• Substantial experience of management, preferably within higher education or a relevant sector</li> <li>• Experience of financial planning and resource allocation</li> <li>• Significant experience of developing, implementing and enhancing high quality educational, research or enterprise and employer engagement activities</li> <li>• Successful track record of academic leadership and team building</li> <li>• Proven experience of managing staff and their performance</li> <li>• Evidence of ability to:               <ul style="list-style-type: none"> <li>✓ create and secure commitment to a clear vision</li> <li>✓ build, support and maintain a high performing team</li> <li>✓ initiate and manage change</li> <li>✓ value and provide high quality provision and service</li> <li>✓ manage resources effectively and efficiently</li> <li>✓ develop a participative style which earns respect and inspires loyalty</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• A track record of attracting and securing external funding</li> <li>• REF returnable research outputs</li> <li>• Supervision of doctoral students to completion</li> <li>• Significant professional/industry experience of sectors relevant to the school</li> </ul> |

|  |  |  |
|--|--|--|
| <p><b>Specific skills to the job</b></p> | <ul style="list-style-type: none"> <li>• Ability to identify, create and articulate a coherent academic and business vision for the school and university</li> <li>• Creative and strategic thinker able to translate ideas into effective activity</li> <li>• Highly developed communication, interpersonal and influencing skills with experience of managing complex and diverse teams and systems</li> <li>• Outstanding presentation and communication skills with evidence of the capacity to network effectively with industry/community partners and academic colleagues nationally and internationally</li> <li>• Ability to prioritise workloads, effectively balancing conflicting deadlines within fixed timescales and deliver outputs on time</li> <li>• Ability to financially plan and allocate resources to university processes/ procedures</li> </ul> |  |
|--|--|--|

|                              |  |  |
|------------------------------|--|--|
| <p><b>General skills</b></p> | <ul style="list-style-type: none"> <li>• Genuine enthusiasm for education and the ability to motivate, inspire and lead others and encourage the highest standards</li> <li>• Project planning and management</li> <li>• High quality, innovative teaching skills</li> <li>• Promotion and commitment to equality and diversity within the university environment</li> <li>• Publication and research dissemination skills</li> <li>• Effective monitoring and decision-making skills to implement corrective actions when required</li> <li>• Ability to combine and integrate the skills and expertise of highly motivated staff into interdisciplinary teams, developing and building upon existing expertise and collaborations as well as creating/facilitating new groups and opportunities</li> <li>• Maintain professional registration and the highest levels of professional conduct.</li> </ul> | <ul style="list-style-type: none"> <li>• Experienced international collaborator</li> </ul> |
|------------------------------|--|--|

**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.

**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.