University of West London
The Career University

Job Description

Job title	Head of Psychological and Sports Sciences
School / department	School of Human and Social Sciences (SHSS)
Grade	8
Line manager	Head of School of Human and Social Sciences
Responsible for (direct reports)	Psychological and Sports Sciences subject area and line management of staff. Management, leadership and development of specific areas of portfolio.
Date of creation or review	29/05/2025

Main purpose of the job

The role will be responsible for leadership and management of the Psychological and Sports Sciences subject area within the School of Human and Social Sciences. Working closely with the Head of School and other Heads of Subject as a member of the School Executive Team, you will contribute to the strategic leadership and operational management of the school in line with School and University strategies, policies and procedures. In this role you will provide leadership in the subject area and make an individual contribution to the development of specified areas of the provision of teaching, research, knowledge exchange, enterprise and external markets in the UK and overseas as required. You will be responsible for providing academic leadership and management of the Psychological and Sports Sciences subject group, focusing on developing and resourcing academic activity (UG and PGT portfolios, PGR students and staff research, knowledge exchange and enterprise) across Psychology and Sport and Exercise Sciences with a particular emphasis on quality assurance and enhancement of the student experience. You will have strategic oversight of the Psychological and Sports Sciences portfolio and development of new provisions, working closely and collaboratively with the Course Leaders, supporting and managing them in their leadership of courses across all levels.

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 Sport and Exercise Sciences through management and leadership of Course Leaders.

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 and to oversee timely outcomes for Assessment, Progression and Award Boards.

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 teaching, research, knowledge exchange and enterprise output and activities of the school.

10. To maintain effective relationships with collaborative partners and other stakeholders, in line with university strategies and policies.

11. To advise and support the Head of School on the appropriateness and adequacy of resources including staff workloads and physical and virtual resources for course delivery.

12. To ensure that subject area activities comply with university financial regulations, academic quality assurance arrangements, value for money objectives, and School and University plans.

13. 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.

14. To represent Psychological and Sports Sciences within the School, wider University and externally and to demonstrate personal commitment to the promotion of equality and diversity throughout the School and University.

15. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	UG and/or PGT degree or equivalent in a relevant field.	Essential	X	X	
	HEA Senior Fellowship (or willingness to obtain within 6 months of employment).	Essential	X	X	
	British Psychological Society (BPS) chartered status and/or British Association of Sport and Exercise Sciences (BASES) or Health and Care Professions Council (HCPC) registration.	Desirable	X	X	
	PhD in a relevant field.	Desirable	X	X	
Knowledge and experience	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).	Essential	X	X	
	Established record of academic leadership and management including managing staff and other resources to deliver School and University goals.	Essential	X	X	
	Experience of strategic leadership of portfolio and/or curriculum development to meet student demand and attain recruitment targets.	Essential	X	X	
	Record of active participation in the assurance and enhancement of academic quality and standards, including in the context of PSRB	Essential	X	X	

Category	Criteria	Essential/Desirable			
	accreditation scheme requirements.				
	Experience of supervising doctoral students to completion.	Desirable	X	X	
	Experience of developing and maintaining effective networks and partnerships.	Desirable	X	X	
	Experience of financial planning, resource allocation and budget monitoring.	Desirable	X	X	
	Experience of engagement with institution-wide agendas, e.g., through committee and/or project-team membership.	Desirable	X	X	
	Experience of delivering strategic change.	Desirable	X	X	
Specific skills to the job	Academic planning and organisation.	Essential	X	X	
	Enhancing teaching and learning support.	Essential	X	X	
	Ability to develop and maintain team motivation and commitment.	Essential	X	X	
	Strategic and operational planning within an academic context.	Essential	X	X	
	Use of remote learning and other communications technologies.	Essential	X	X	
General skills	Sound judgement and practical problem-solving skills.	Essential	X	X	

	The ability and willingness to take difficult decisions and to deliver priorities for UWL.	Essential	X	X	
	Excellent interpersonal skills; an assured and confident communicator.	Essential	X	X	
	The ability to liaise and network internally and externally effectively.	Essential	X	X	

Disclosure and Barring Scheme Is a DBS Check required: DBS This post does not require a DBS check

Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

[1]**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, to determine which applicants to shortlist.

[2]**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.