



# HEAD OF COLLEGE

## JOB PURPOSE

Reporting to the Faculty Deputy Dean, the Head of College will deliver the strategic outcomes of the University Strategy and Faculty plans through leading and managing the development, implementation, delivery, performance and review of all College Plans.

The Head of College will lead and manage the implementation of University and Faculty / College plans as they relate to learning and teaching; student experience; research and innovation, international recruitment and Transnational education, enterprise, and knowledge exchange (as measured by KPI's).

The Head of College will lead and manage the College's resources effectively and efficiently at all stages and levels including People (e.g., recruitment, induction, probation, mentoring, PDAs, sabbaticals, IPRs, performance management), Financial (e.g., contributing to budget development and capital investment, monitoring income and expenditure), and Physical (e.g., equipment, consumables, space)

The postholder will lead (as appropriate) on or contributing strategic leadership to cross Faculty projects or strategic themes, supporting matrix working and inclusion, equality and diversity.



# MAIN ACTIVITIES AND RESPONSIBILITIES

1. As part of the University Senior Leadership Team, provide strategic leadership and delivery of Strategy 2025, the University's Strategy and supporting plans (e.g., Faculty five-year plan and risk register).
2. Provide strategic leadership to the College for all academic activity and disciplines across Education, Learning, Teaching and the Student experience (TEF), Research and Innovation (REF), International activity, Enterprise and Knowledge Exchange Student Satisfaction and Employability (NSS, Graduate Outcomes) and Staff Engagement and Performance.
3. Accountable for the development and delivery of all College plans in accordance with the University's planning framework, and for achieving timely performance against targets.
4. Accountable for the engagement, development and performance management of all colleagues in the College so that they are aligned with the University's vision and feel empowered to make a valuable contribution.
5. Lead and promote cross-College working and lead as appropriate cross-Faculty and cross-University projects and initiatives.
6. Responsible for the management, leadership and effective deployment of the College's human, physical and financial resources in line with Faculty plans, budgeting, supply and demand.
7. Responsible for the long-term financial sustainability of the College, adopting a commercial approach and appropriate financial management, consistent with the University's commitment to quality.
8. Responsible for fostering innovation and agility in all aspects of the Colleges activity and ensure that the College is committed at all times to high-quality, professional standards.
9. Responsible for embedding University policies, procedures and practices in areas such as financial management, workload allocation, timetabling, engagement and partnership activity, student experience, research and innovation, knowledge exchange, internationalisation, etc.
10. Responsible for understanding staff and student feedback and responding to issues which arise at a College level in order to improve satisfaction and staff and student experiences in line with KPIs.
11. Responsible for health, safety and wellbeing within the College, fostering a culture of good practice and compliance.
12. Responsible for Equality, Diversity and Inclusion within the College, addressing College specific issues, where appropriate, coordinating College submissions for awards such as Athena SWAN and developing a collaborative, collegiate and inclusive culture.
13. Positively promote and represent the College, Faculty and University internally and externally, building and maintaining strategic networks with organisations within and beyond Higher Education.
14. Embed a culture of continuous improvement and innovation within the College, proactively seeking opportunities to innovate across the spectrum of learning and teaching, including the use of digital technologies, research, and academic enterprise.
15. Provide strong leadership to academics within the College, developing a culture of ownership and accountability and maximising people potential.
16. Ensure appropriate allocation of workloads within the College, developing and embedding appropriate utilisation of the University's academic workload planning processes/tools and the associated management information outputs.
17. Chair relevant College and Faculty groups and committees.
18. Undertake international travel to represent the University and Faculty Executive
19. Maintain own academic standing and authority as appropriate, through teaching, research and scholarly activities, and maintain an external profile. Engage with relevant national and international debates and with professional institutes, practitioner societies and governmental committees.
20. Represent the Faculty on relevant internal and external committees, networks and working groups, chairing these meetings where appropriate.
21. Support and facilitate communication channels across the faculty for both staff and students.
22. Where appropriate, lead on designated cross-University activity and initiatives.
23. Undertake any other duties as appropriate to the role and agreed with the Faculty Deputy Dean including Deputising for the Faculty Deputy Dean as required.



# PERSON SPECIFICATION

1. Proven ability to provide clear and effective leadership to the College, promoting a sense of collegiality and ambition, encouraging productivity to ensure that the key aims, and objectives of the University and Faculty's various relevant strategies are embedded and realised within the College in a coherent and consistent way.
2. Sustained record of effective strategic leadership in academic practice and academic development as a key contribution to a high-quality student learning experience.
3. Sound knowledge and understanding of the changing regulatory environment including OfS, DfE, HO, UKVI, EPAS, Ofsted and their implications for quality assurance and quality enhancement for academic and professional practice. In addition, experience and understanding of other relevant professional, statutory and regulatory body requirements is essential.
4. Extensive knowledge and understanding of appropriate methods for teaching, learning and assessment; how students learn; the use and value of appropriate learning technologies; employability; student satisfaction and engagement; and methods for evaluating the effectiveness of teaching.
5. Ongoing engagement in continuing professional development in subject / discipline and in pedagogy, incorporating research, scholarship and/or the evaluation of professional practices. Successful co-ordination, support, supervision management and/or mentoring of others (whether individuals and/or teams).
6. Knowledge and awareness of the broad context of research in Higher Education and government policy in the UK and the current and forthcoming challenges and opportunities it presents.
7. Significant experience of people management, budgetary control, curriculum and programme development and allocation of resources.
8. Commitment to a strong and robust inclusion, equality and diversity agenda in all aspects of teaching, education and the student experience.
9. Strong interpersonal, communication and team working skills.
10. Ability to contribute and potentially lead other University wide projects as appropriate.
11. A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required.

## Professional Status

12. Doctoral level qualification in a relevant or cognate discipline is not essential but is desirable.
13. Principal Fellowship under the Advance HE's UK Professional Standards Framework (PSF) is not essential but is desirable.
14. Professorial status, or the eligibility to be awarded professorial status upon appointment is desirable.
15. Research active, and research engaged with evidence of external contribution to discipline and knowledge creation.

## In addition, the following specialist expertise, skills and experience is desirable:

16. Experience of successful interaction between Higher Education, industry or commerce, research, and professional bodies.
17. External examining experience.
18. Involvement with external quality assurance agencies.
19. Successful incorporation of subject and/or pedagogic research as part of an integrated approach to academic practice.
20. Experience of working with collaborative, validated and franchised programmes.
21. Successful engagement in the design and delivery of continuing professional development in relation to teaching, learning, assessment, scholarship and related academic or professional practice.





# HOW TO APPLY

The preferred method of application is online at [www.berwickpartners.co.uk](http://www.berwickpartners.co.uk). Please follow the link below for the role you are interested in applying for:

- Head of College for Law, Social and Criminal Justice  
[www.berwickpartners.co.uk/89753](http://www.berwickpartners.co.uk/89753)

If you are unable to apply online please email your application to [response.manager@berwickpartners.co.uk](mailto:response.manager@berwickpartners.co.uk). All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For detailed information on how we process your personal data, please review our privacy policy on our website [www.berwickpartners.co.uk/privacy-policy](http://www.berwickpartners.co.uk/privacy-policy).

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

**If you have any queries or would like more information in regard to this document please contact:**

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