

Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

JOB DESCRIPTION

Job title	Head of Division
School/Department	School of Health & Life Sciences
Location	Lanarkshire Campus & travel to other UWS campuses
Reporting to	Deputy Dean
UWS grade	SS1
FTE	1.0

Job summary

Provide academic leadership and management in the development and delivery of innovative, successful academic programmes that also delivers leading-edge research and knowledge exchange.

People & finance responsibilities

People	Will have line management responsibilities and will lead on management of staff within the Division.
Finance	Will have responsibility for aspects of the School budget, as devolved by the Dean of School or other budget holder.

Key responsibilities

1. Plan, manage and lead the development of academic activity and quality in teaching, research, subject development, knowledge exchange, and internationalisation.
2. Allocate and manage workload, with support from others, and develop and review the performance of staff.
3. Develop, on a continuous basis, a module portfolio in particular subjects, ensuring their currency and pedagogic quality to meet University recruitment needs.
4. Produce reports, as required, on subject area performance.
5. Manage budgets as required, maximising income to the school and creating surpluses, including involvement in activities such as philanthropy and advancement.
6. Develop and manage relationships with other Divisions and areas of the University, the research community, external partners, and relevant professional bodies.

7. Advise the Deputy Dean and Dean on teaching and learning, research and knowledge exchange, consultancy and continuing professional development.
8. Support staff to enhance and apply their professional capabilities.
9. Maintain an appropriate teaching load, and conduct research in appropriate academic areas.

Job scope

Planning and organising	<ol style="list-style-type: none"> 1. Within the broad remit, the post-holder works autonomously in delivering the objectives of the role. 2. Responsible for the leading and delivery of the designated Subject Area(s) activities that contribute to the achievement of the Campus and School(s) operational plan. 3. Ensure effective collaboration within the designated Subject Area(s).
Decision making	In partnership with the Dean and other colleagues, ensure effective collaboration between School designated disciplines/clusters through creative planning and effective decision making.
Framework and boundaries	Work within the boundaries of University regulations and procedures.
Working relationships	<ol style="list-style-type: none"> 1. Work closely with the Deputy Dean and fellow members of the School Leadership Team. 2. Foster effective relationships with staff, students and other stakeholders at all levels, both internally and externally. 3. Develop and maintain effective and collaborative relationships with the academic and professional services leadership and staff of the university in order to ensure delivery of the University's strategic goals. 4. Foster effective relationships with the Principal, Depute Principal and other Deans and Directors of Service. 5. Establish & nurture relationships with external organisations and partners, representing the University externally as a significant ambassador.

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1	PhD or equivalent professional qualification	
	QE2	Academic qualifications and experience, ideally in one of the cognate areas of the School's activity	
Desirable	QD1	Membership of relevant professional body/bodies	

Experience

			Evidence A = Application I = Interview
Essential	EE1	Experience and knowledge of quality assurance and quality enhancement systems.	
	EE2	Experience of inclusive curriculum development that demonstrate equality good practice.	
	EE3	Experience of developing innovative means of subject delivery.	
	EE4	Experience of managing academic change.	
	EE5	Published research in an area represented by the University's research strategy.	
	EE6	Experience of planning and management of research and/ or scholarly activity.	
	EE7	Experience of managing people and process either in a line or staff management role.	
	EE8	Experience of effectively leading and managing a team of academics.	
	EE9	Active involvement in relevant subject networks/professional organisations.	
	EE10	Experience of effective planning, organising and problem solving.	
Desirable	ED1		

Skills

			Evidence A = Application I = Interview
Essential	SE1	Excellent liaison, networking and communication skills	
	SE2	Effective leadership skills, with an inclusive approach	
	SE3	Subject specialist with a willingness to work across disciplines.	
Desirable	SD1		

Knowledge

			Evidence A = Application I = Interview
Essential	KE1	Substantial knowledge of the market and subject challenges faced by subject areas within the Division.	
	KE2	Knowledge of effective budget management desirable.	
	KE3	Knowledge of relevant subject networks and professional organisations.	
	KE4	Specialist knowledge and experience of teaching in at least one of the cognate areas covered by one of the Divisions.	
Desirable	KD1		

Behaviours

			Evidence A = Application I = Interview
Essential	BE1	A creative thinker who is approachable and has a high level of personal integrity.	
	BE2	A person with an inclusive approach to leadership, empowering others to succeed.	
Desirable	BD1		

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