



<b>Job Title:</b>	Head of the School of Physics & Astronomy
<b>Grade:</b>	10
<b>Salary:</b>	Competitive including an additional responsibility allowance of £10,000 per annum
<b>Department:</b>	Physics & Astronomy
<b>Hours/Contract:</b>	Full time, four year tenure as Head of School with possibility for extension, with a substantive position in the College upon completion of term.
<b>Reference:</b>	5852

## Role Purpose

Heads of School are academic leaders in their disciplines and work with their Head of College, Deans for Research and Education and with other members of the College and School Leadership Team to deliver against the University strategic objectives. Headship offers the opportunity to play a transformative role in the future direction of your discipline, School, College and the University and to build on your management and leadership skills.

As Head of School you will be responsible to the Head of College for the highly effective operation and development of your School, ensuring that this aligns to University Strategy and will include:

- Providing effective leadership and management for the academic, teaching, research staff and resources.
- Ensuring stability of student recruitment to achieve target whilst maintaining minimum standard tariff score and develop a longer term plan for growth.
- Delivering an outstanding student experience increasing student satisfaction shown in NSS results.
- Effective management of the school's research and enterprise programmes to increase research performance, reputation and funding.

## Main Duties and Responsibilities

### Leadership

Responsible for the effective day-to-day running of the School, including associated facilities, supported by a team of professional services staff, including:

- Providing academic and strategic leadership.
- Ensuring that School activities inform and support college/university objectives.
- Working with other Heads of School at College/ University level to develop shared strategy and achieve its effective implementation.
- Be an effective advocate for the School in College and University debates, discussions and decision-making, while also accepting their responsibility as academic leaders to consider alternatives.
- Acting as an Ambassador for the School and discipline, positively promoting your work and raising the external profile of research in Leicester.
- Be an active member of the College Leadership Team by contributing to discussions and debates, ensuring that decisions taken are implemented proactively and positively within the School.
- Proactively support and develop a culture of inclusivity towards staff and students which reduced the awarding gap and increases the diversity of the staff group.

### People management





- Building an environment that supports and promotes staff wellbeing, ensuring concerns are responded to promptly.
- Overseeing the career development of academic staff in the School, including supporting academic probation and promotion.
- Ensuring that academic staff performance is supported and constructively evaluated and that staff have opportunities for development and training, in accordance with University policies.
- Encouraging a culture of high performance and excellence, in which all members of staff are encouraged to identify areas and activities in which they will excel and all members of staff are able to participate in mentoring, coaching, collaboration and the sharing of best practice.
- Ensuring that academic staff Performance Development Discussions (PDD) and research interviews take place in accordance with University policy.
- Overseeing the recruitment and selection, probation and mentoring of new academic, teaching and research staff in accordance with University policies.
- Ensuring that teaching, research, enterprise and administrative duties are allocated in accordance with College/University guidelines by a transparent workload allocation model.
- Encouraging a culture of activity, communication and interaction that reflect our values and our commitment to inclusive, collegial and professional behaviour.
- Working closely with the College HR Business Partner to take appropriate measures to implement HR policies, procedures and guidelines.

### Research and Enterprise

Working closely with the School Director of Research, Research, Impact and Knowledge Exchange Lead, and Postgraduate Research (PGR) Director, and in partnership with the College Dean for Research and Enterprise and Pro-VC Research and Enterprise, you will be responsible for:

- Develop and maintain coherent School research plans to deliver high quality and competitive research securing substantial external funding and making a major contribution to the national Research Excellence Framework assessment.
- Developing and supporting effective impact.
- Managing applications for research funding proactively.
- Establishing departmental links with external agencies, such as graduate employers, professional bodies, research councils and other funding bodies, for the benefit of the School's teaching and research including the commercialisation of research.
- Supporting and examining PGR students in accordance with the university's policies and procedures.

### Teaching

Working closely with the School Director of Education/ Programme Leaders/Senior Tutors and in partnership with the College Dean for Education and Pro-VC, Education, you will be responsible for:

- Managing the delivery of the School's teaching programmes and a high-quality teaching and learning culture and student experience, ensuring academic quality and standards through compliance with the University's quality assurance procedures.
- Planning teaching provision strategically.
- Instigating regular review of the academic offer, portfolio and curriculum.
- Investigating and responding to student complaints.

### Planning and Resource Management





In partnership with the College Director of Operations, College Accountant and School/College professional services and/or management team:

- Lead and engage staff in the development, discussion, delivery and ongoing evaluation of annual and longer term plans of activities, ambitions and contributions, as part of the College planning process.
- Contribute to setting shared strategic objectives and priorities for the College and to formulating the College’s business plan for resource allocation purposes.
- Managing financial, staffing and other resources effectively and efficiently within the assigned budget and other agreed parameters, to ensure achievement of the College’s shared strategy and of compliance with financial and other controls.
- Ensuring that the department fulfils its statutory responsibilities (for example, in record keeping and health and safety) and observes the University’s policies and procedures.
- Reviewing committee structure and frequency of meetings to ensure optimum efficiency and effectiveness, in accordance with University guidelines.
- Delegating administrative responsibilities to the School Operations Manager, and other colleagues, as appropriate.

**Communication**

- Communicating the views and strategic priorities of the School to the University and College appropriately and constructively.
- Communicating University and College decisions and policy to the School appropriately and constructively.
- Ensuring effective and efficient communication within the School, including the provision of appropriate forums or open meetings, in which all members of staff can have an effective voice.

**Internal and External Relationships**

- Drive an outward looking vision for the School.
- Interface with internal structure at College and University level.
- Represent the School at Senior Leadership Team (SLT) and College Leadership Team (CLT).

**Qualifications, Knowledge and Experience**

**Essential**

- Academic Teaching Qualification or commitment to gain the appropriate category of HEA Fellowship.\*
- A PhD or equivalent substantial experience in a relevant field.\*
- A substantial record of research leadership / achievement in a related field, evidenced by an established reputation and publications in peer reviewed journals and other outlets of substantial standing.\*
- Proven ability to provide academic leadership in both research and teaching.\*
- Leadership and Managerial experience.\*
- Demonstrated ability to manage and plan resources (human and financial).\*

**Skills, Abilities and Competencies**

**Essential**





- Proven ability to develop and implement vision and align staff with that vision, working closely and collaboratively with others.\*
- Excellent interpersonal and leadership skills to carry colleagues with you and lead the School forward.
- Collegial and inclusive working style.
- Excellent written communication\*, oral communication and presentation skills.
- Entrepreneurial, with a demonstrated ability to generate external funding (through research grants, contracts or other sources) to support research programmes.\*
- Strong networking and external engagement skills.
- Commitment to high quality teaching and learning and to the synergy between teaching and research.
- Proactive and visible commitment and tangible evidence of personal contribution to EDI initiatives.

***\*Criteria to be used in shortlisting candidates for interview***

## Support

### **Heads of School can expect their Head of College to:**

- Agree clear and consistent measures of success for the Head and for the School.
- Acknowledge and celebrate success.
- Support the Head to introduce interventions which will lead to improved performance across the School.
- Provide regular opportunities for constructive discussion of strategic and operational issues.
- Ensure that adequate support is provided through training, HoS networks, mentors and/or action-learning sets.
- Ensure that Heads are aware of and engaged with the specialist support provided by the wider college leadership team.
- Facilitate collaboration between Schools and Colleges.
- Communicate University Executive Board (UEB) discussions and decisions as appropriate.
- Represent School's views and issues effectively at UEB and other University Committee's.

### **Heads of School can expect their College Director of Operations to:**

- Facilitate high quality discussion in strategic and operational matters, including financial forecasts and strategic growth.
- Ensure College resources are deployed for maximum impact.
- Review and report progress against student recruitment targets.
- Lead on risk management and mitigation.

### **The College Director of Operations will appoint a School Operations Manager to:**

- Ensure professional services team deliver an excellent administrative and operational support in teaching, research and enterprise activities.
- Assist with delivering student engagement activities.
- Ensure School complies with information assurance, IT, HR, Finance and Estates policy and procedures, including GDPR, Health and Safety and Staff Management Systems.
- Support strategic planning processes by reviewing School Performance data and assisting in planning of targets.





- Support School communication activities and assist with planning of local student recruitment events.
- Ensure quality assurance processes and academic regulation are well delivered in programme administration.
- Report on School budgets and provide advice on budgetary controls.
- Facilitate resource planning across teaching, research and enterprise activities.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

