

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Interim Head of School of Built and Natural Environment

## **College**

College of Science and Engineering

## **Location**

Derby Campuses including Kedleston Road and Markeaton Street

## **Job Reference Number**

HR to add

## **Salary**

£64,000 - £92,000 per annum

## **Reports To**

PVC Dean for the College of Science and Engineering

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

As interim Head of School, the key focus will be on the strategic leadership and senior management of the School of Built and Natural Environment assuring that the School delivers on its business plan, is effectively aligned to the University’s institutional success measures, and continues to advance its research and innovation activity, including through KTPs. The School has a broad range of activities, delivering undergraduate and postgraduate programmes to students studying on-campus, on-line, via apprenticeships and at partner institutions. As interim Head of School, you will need to ensure that the subject areas are audit ready for internal monitoring and external inspections. The School is engaged in a number of regional initiatives and as interim Head of School you will be externally focused and represent the School at external engagements including those with industry partners and civic leaders.

Working closely with the PVC-Dean and the Deputy Dean, you will contribute to the development of the School’s future-facing business plans that will need to ensure the subject areas are positioned to realise their full potential in line with the University’s objectives and strategic priorities. Where required, whilst working closely with the School’s two Heads of Discipline and Course Director, you will intervene to ensure academic standards are assured, academic practice is of the highest quality, research and innovation projects are delivered and staff continue to strive for excellence.

As a visible leader, and through effective networking, you will embrace change, lead by example and be a highly effective communicator.

## **Principal Accountabilities**

**Principal Duties**

Strategic Management

As part of the College’s Senior Management Team:

* Actively contribute to the development and success of the College assuring the achievement of strategic targets, Institutional Success Measures, and operational goals.
* Ensure the School, and College, are correctly positioned in the marketplace for the short and longer term with an appropriate portfolio including undergraduate and postgraduate courses, research, innovation, and enterprise activity.

Academic Leadership

* Through direct line management of the two Heads of Discipline and the Course Director, form a strong leadership team for the School of Built and Natural Environment.
* Lead the academic portfolio for the School, identifying trends in student demand, anticipating emerging requirements and ensuring the promotion of employability, enterprise and inclusion across programmes.
* Ensure that the academic curriculum inspires and challenges our students, is fit for the future through innovative methods of delivery and meets the highest quality standards and the offer is ambitious, attractive and sector leading.
* Ensure that the School delivers outstanding learning, teaching, and assessment practice, which embed the values and ambition of the School within its core delivery and that this is reflected in metrics and rankings such as TEF, REF, PTES, PRES, DLHE/LEO and NSS and other key performance indicators.
* Ensure compliance with institutional performance expectations within the HE sector e.g. the OfS, Designated Quality Bodies including PSRBs, and other regulatory authorities such as OFSTED related to apprenticeships.
* Lead the subject level relationship with the School’s collaborative partners supporting the operational delivery and academic support areas.
* Ensure that good practice is shared across Colleges and respond positively to good practice wherever it is found.
* Ensure that the necessary business development takes place for the School identifying and responding to local, regional, national, and international needs.
* Embed the University’s core values and strategic priorities.
* Develop and foster academic research and scholarship within the School to inform the curriculum as well as appropriate knowledge transfer activities to enhance the standing of the School’s discipline areas, and deliver strong research outcomes to feed into REF.
* Ensure that the work of the School has measurable external impact outside of the University enriching the cultural value and impact of higher education across a number of contexts to support the College strategy on a regional, national, and international basis.
* Undertake a cross-College role in leading activities required to support the achievement of strategic goals.
* Responsibility for all collaborative partnerships linked to the School.

Management

* Provide a collaborative leadership approach that is inclusive, engages professional services and enables cross-discipline working.
* Ensure that there is effective communication with staff across the School and there are appropriate mechanisms to enable this.
* Agree and achieve School targets and objectives, utilising management information and active performance management.
* Ensure effective management and delivery of the School budget aligned to College budget planning, seeking both income opportunities and efficiencies.
* Provide strong leadership to create a positive team spirit and maximise people potential and staff engagement.
* Ensure that appropriate structures, resources, and processes are in place to effectively manage and motivate all staff in the School.
* Ensure the School sets and achieves realistic student recruitment targets.
* Manage the School in a manner consistent with the University’s core values.
* Manage and deploy resources effectively and within budget and to achieve quality targets.
* Ensure the allocation of appropriate workloads within the School.

General Duties

* Deputise for the Deputy Dean or PVC / Dean as required.
* Contribute fully to the College management structure.
* Represent the College on cross-University business activity as agreed with the PVC / Dean.
* Contribute in a flexible and constructive manner to other responsibilities that may be assigned from time to time.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold a PhD in an academic discipline relevant to the School of Built and Natural Environment.

#### **Experience**

* Significant management experience in an HE institution of a similar or larger size.
* Successful experience of using effective leadership and management competencies to create a high performing team.
* Experience of delivering change through effective leadership and strategic planning.
* Knowledge and utilisation of quality assurance and enhancement policies and procedures.
* Extensive teaching experience in HE and a good understanding of the HE sector and current issues.
* Experience of building capacity and capability of staff in relation to scholarship and research.
* Evidence of sustained personal record of accomplishment in research and scholarship.

#### **Skills, knowledge & abilities**

* Highly regarded academic and people leader with a proven ability to deliver through people.
* Successful experience of performance and change management, monitoring against agreed targets in a supportive environment.
* Knowledge and utilisation of quality assurance and enhancement policies and procedures.
* Self-confident and resilient with well-developed influencing and persuasion skills.
* Enhanced negotiation skills.
* Well-developed verbal and written communication skills, including report writing.
* Strong business skills and commercial acumen and ability to manage budgets.
* Good analytical and critical thinking skills.
* Ability to enable and gain commitment to organisational change.
* Flexible and adaptable, willing to challenge, innovate and change the orthodoxy.
* A commitment to live and promote the University core values

#### **Business requirements**

* Occasional evening and weekend working.
* On-site working and hybrid arrangements

### **Desirable Criteria**

#### **Qualifications**

* Evidence of Continuing Professional Development including fellowship of the Higher Education Academy (HEA).
* Relevant professional qualification/ membership of a professional body where appropriate for the School of Built and Natural Environment.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience, and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)