**Leeds Beckett University – Job Description**

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| **School** | **Leeds Business School** |
| **Post Designation** | **Head of Subject** |
| **Grade** | **10** |
| **Post to which directly responsible** | **Dean of School** |
| **Posts for which directly responsible** | **Designated staff within the subject area** |
| **Purpose of Job** | |
| The Head of Subject will provide the academic lead for a cognate academic area and be the advocate for their subject/discipline. This would include responsibility for academic leadership and enhancement of a cognate subject area working in support and under the leadership, management and direction of the Dean of School. | |
| **Responsibilities** | |
| 1. To provide academic leadership of the subject area and contribute as a member of the School Leadership Team. 2. To be responsible for the assurance and enhancement of academic standards and quality of the courses and curriculum within the subject area. 3. To act as an advocate for the subject area and actively promote the regional, national and international profile of the school and subject area. 4. Promoting and supporting engagement in research activities. 5. To undertake other appropriate school responsibilities as required by the Dean of School. 6. Establish an inspiring, supportive and collegial working environment within the subject area/School with high levels of engagement and satisfaction. 7. Line manage and develop staff in the subject area taking responsibility for induction, probation, performance and development reviews, staff development, performance management, workload planning and other relevant HR processes. 8. Promotion of effective cross disciplinary working between subjects in and beyond the School. 9. Active engagement in teaching, research/enterprise and professional engagement. 10. Develop relationships with appropriate external stakeholders and represent the University as agreed with the Dean of School and PVC (Faculty). | |
| **Equal Opportunities** | |
| We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties. | |
| **Safety, Health and Wellbeing** | |
| You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice. | |
| **Physical Conditions** | |
| You will be based at the City Campus in the first instance, but may be required to work at either campus. | |
| **Relationships** | |
| You will work closely with colleagues as a member of the School Leadership Team, within the School and wider Faculty, and across the University. You will also maintain and develop links with colleagues externally. | |
| **Terms & Conditions** | |
| Terms & Conditions of Service are as determined by the Vice-Chancellor for Academic staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.  Salary is currently within Grade 10 (£61,400 to £72,564). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University’s Pay Policy.  Annual leave entitlement is 38 days. | |
| **Probationary Period** | |
| Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy.  A copy of our probationary policy is available on our website or on request from Human Resources. | |
| **Pre-employment Health Assessment** | |
| Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment. | |
| **Qualifications** | |
| In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form. | |

**Leeds Beckett University – Employee Specification**

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| **Post Title** | **Head of Subject** | | **Grade 10** |
| Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below. | | | |
| **Qualifications, Skills, Experience & Knowledge** | | **Essential** | **Method of Assessment**  **(Application/ Interview/Test/Other)** |
| 1. Possession of a first degree and a doctoral qualification\* | | ✓ | Application |
| 1. An established record of teaching, research and/or professional practice related to the academic subject area and sufficient credibility to lead the subject area. | | ✓ | Application |
| 1. Extensive knowledge of the UK and international Higher Education environment and of the key issues affecting the School’s academic / professional subject areas. | | ✓ | Application/Interview/Other |
| 1. Evidence of ability in and experience of effective management of human, financial and physical resources. | | ✓ | Application/Interview |
| 1. Evidence of experience in leading curriculum development including a sound understanding of the appropriate quality assurance processes. | | ✓ | Application/Interview |
| \*Applications will be accepted from candidates who will have submitted a thesis towards their doctoral qualification by the time their employment commences (normally expected to be within 6 months of the advertisement publication date). Evidence of thesis submission will be required. | | | |
| **Performance Attributes**  Please note that all the following criteria are **essential**. | | | **Method of Assessment**  (Application/ Interview/Test/Other) |
| **PLANNING & ORGANISATION**   1. A successful track record in translating strategic priorities into practical outputs, identifying and pursuing key priorities and establishing key performance indicators to monitor and measure performance. | | | Application/Interview/Other |
| **SERVICE DELIVERY**   1. A proven commitment to the delivery of a high quality student experience, actively seeking and acting on feedback in order to ensure continuous improvement and the enhancement of our academic delivery. | | | Application/Interview/Other |
| **TEAMWORK**   1. Evidence of the ability to lead, motivate, manage and equip teams to achieve challenging goals and adapt effectively to a fast changing environment.   Evidence of effective teamworking skills including the ability to make an active contribution to leadership and the ability to work collaboratively across teams to identify and pursue shared goals. | | | Application/Interview |
| **COMMUNICATION**   1. Well developed interpersonal skills including the ability to persuade and influence groups and individuals and establish effective working relationships with a wide range of internal and external stakeholders. | | | Application/Interview/Other |
| **CREATIVITY & INNOVATION**   1. A proven ability to identify and implement new opportunities, new ways of working and creative solutions to complex problems using effective management information to underpin analysis and informed decision making. | | | Application/Interview |