Department: As Assigned
Post Title: Head of Department/School
Responsible to: Faculty Dean

Main Purpose

Heads of Department are responsible to the Principal, through the appropriate Dean, for the proper conduct of the work of the Department. Heads are expected to provide academic leadership for the Department in the context of the College's mission. Heads also provide day-to-day management of the department to ensure effective planning and appropriate allocation of resources; and to ensure the efficient and effective delivery of teaching, learning, and research and enterprise. In addition, Heads play a wider role in institutional leadership through their membership of the Senior Management Team and interaction with the Principal, Deputy Principal, Vice- Principals and Deans.

Main Contacts

A Head of Department works under the supervision and line management of the Dean. Heads are expected to develop and maintain effective contacts with the Principal, Deputy and Vice- Principals, Registrar, Deans, Associate Deans, other Heads of Department and Directors of Professional Services. Key contacts are the Dean, Registrar, Director of Communications and External Relations, Associate Deans, Recruitment and Admissions Officers, Finance Officer, HR Manager and Director of the Strategic Development Unit. It is also important to maintain an effective internal network of staff and students.

Duties and Responsibilities of the Post

To support the Principal and Dean in the following areas:

1. Working in collaboration with departmental academics, including the professoriate, to provide academic leadership of the Department, including development of teaching and learning, external engagement and research and enterprise strategies, in line with the College's overall mission and with a view to the development of individual members of staff.

2. To manage the Department's activities through appropriate delegation of duties, arranged fairly in the light of the departmental workload.

3. To manage academic staff in the Department, including the promotion of research and career development and appropriate mentoring.

4. To liaise with the Registrar to ensure appropriate services and service standards for all support staff assigned to the Department.

5. To be responsible for the overall educational provision to the Department’s students and to ensure a high quality student experience, with regular monitoring and reporting of academic progress and pastoral care of students in the Department, consistent with College procedures.

1 The term department is used to refer to a primary academic unit, but may be named school.
6. To manage the physical and financial resources of the Department in a proper, efficient and effective manner in support of College and departmental strategies and goals.

7. To seek to develop new income streams for the Department, consistent with College and departmental strategies and goals.

8. To provide a focus for communication and for discipline/subject and staff development within the Department.

9. To be accessible, in confidence, to staff and students regarding matters affecting the work of the Department.

10. To take responsibility, in co-operation with the appropriate College officers, for the Department's compliance with the College's codes of practice and relevant legislation, in particular operational compliance with College standards, policies and regulations, health and safety matters, ethical issues, equal opportunities, data protection, the supervision of research students, and the security of staff, students and property.

11. To contribute to the overall leadership of the College, particularly through membership of the Heads of Department Group and engagement with other senior staff in the planning and implementation of strategy, resource allocation and external relations.

12. Working with the Dean and Director of Communications and External Relations, to develop relationships and networks involving individuals and organisations in order to promote the College and Department, in support of the overall College mission and goals.

13. To provide leadership in the interaction with relevant professional bodies, including any accreditation activities.

14. To represent the Dean when required and to liaise with appropriate outside bodies.

15. Any other duties as required by the Principal or Dean.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.