### PERSON SPECIFICATION FORM

**POST TITLE:**   Head of School  
**DEPARTMENT:**  School of Biological Sciences  
**POST REFERENCE:**  002265

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL (E) or DESIRABLE (D)</th>
<th>TESTED BY (Application Form, Interview, Test, Presentation etc.)</th>
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</thead>
<tbody>
<tr>
<td><strong>QUALIFICATIONS AND TRAINING</strong></td>
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<tr>
<td>Educated to PhD level or equivalent.</td>
<td>E</td>
<td>Application Form</td>
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<tr>
<td><strong>RESEARCH EXPERIENCE</strong></td>
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<tr>
<td>Strong research profile</td>
<td>D</td>
<td>Application Form</td>
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<tr>
<td>Good publication record</td>
<td>D</td>
<td>Application Form</td>
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<tr>
<td>Good record of grant success</td>
<td>D</td>
<td>Application Form</td>
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<tr>
<td><strong>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</strong></td>
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<tr>
<td>Successful academic track record demonstrated through promotion to at least Senior Lecturer or equivalent industrial experience.</td>
<td>E</td>
<td>Application Form</td>
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<tr>
<td>Successful academic track record demonstrated through promotion to a Chair or equivalent industrial experience.</td>
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<td>Application Form</td>
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<td>Evidence of effective management resources.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Experience of leadership, planning and organising activities within an academic, or similar context, such as through management of a major research grant, leadership of a teaching initiative or role within the College or professional body.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Experience in dealing with people and resolving difficult situations.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Experience of effective line management of staff.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td><strong>PERSONAL AND INTERPERSONAL QUALITIES</strong></td>
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<td>Ability to work independently, but as part of a wider leadership team.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Experience of effective teamworking.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<td>Ability to communicate effectively with key staff and student communities.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Ability to communicate effectively with external agencies and senior figures.</td>
<td>E</td>
<td>Application Form and Interview</td>
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<tr>
<td>Ability to formulate and communicate a vision for the school</td>
<td>E</td>
<td>Application Form and Interview</td>
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</tbody>
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