

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Head of Department

Department: HRMOS

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
Educated to PhD level or equivalent.	X		Application Form
Skills and Abilities			
Excellent leadership and line management skills which demonstrate the College's Leadership Behaviours at a senior level	X		Application Form/ Interview
Ability to work independently and as part of a wider School leadership team.	X		Application Form/ Interview
Excellent planning and organisational skills	X		Application Form/ Interview
Excellent budget and resource management skills	X		Application Form/ Interview
Ability to lead a team effectively, building trust, commitment and collegiality	X		Application Form/ Interview
Ability to communicate effectively with key staff and student communities, and with external agencies	X		Application Form/ Interview
Experience			
Successful academic track record demonstrated through promotion to a minimum of Senior Lecturer or equivalent industrial experience.	X		Application Form/ Interview
Experience of leadership, planning and organising of activities within an academic, or similar context, such as through management of a major research grant, leadership of a teaching initiative or a role within the College or professional body.	X		Application Form/ Interview
Demonstrable track record in effective management of staff to deliver key objectives	X		Application Form/ Interview
Evidence of effective management of budgets and resources	X		Application Form/ Interview
Proven experience in managing conflict and resolving difficult situations.	X		Application Form/ Interview
Other requirements			
Commitment to continued professional development	X		Application Form/ Interview
Excellent understanding of equality and diversity legislation and good practice and commitment to its application	X		Application Form/ Interview