



DESCRIPTION OF RESPONSIBILITIES

Job Title:	Head of Department
School/ Department / Unit:	Music
Job type	Three year fixed term appointment (renewable)
Grade:	As per academic grade, with allowance
Accountable to:	Executive Dean of School
Accountable for:	All academic staff within the department
Purpose of the Post	
<p>The Head of Department is responsible to the Executive Dean of School for the operational management of the work of the Department. They will be a member of the School Executive, and will work within this team to set the strategic direction and goals for the School. They are expected to provide academic leadership to the Department in the context of the College's Strategic plan and priorities, delivering effective planning, resource allocation and management to ensure innovation and excellence in research, teaching and learning, student experience and outcomes.</p>	
Key Tasks	
<p>Academic Leadership</p> <ul style="list-style-type: none"> • To contribute to the development of the Education and Research and Knowledge Exchange Strategies of the School through membership of the School's leadership team and relevant committees. • To lead the delivery of the Department's teaching and learning, external engagement and research, in line with the School strategies and overall financial plan. • To be responsible for a high quality student experience for the Department's students through the delivery of educational provision and pastoral care of students; • To develop and lead a culture of active student engagement within the Department, including effective representation and course co-design; • To enable subject/discipline/staff development within the Department; • To provide leadership in the interaction with relevant professional bodies, including any accreditation activities. 	
<p>Operational Management</p> <ul style="list-style-type: none"> • To be responsible for the management of the Department's contribution to School strategies and goals through appropriate delegation of duties, organised appropriately in light of the departmental workload/workload model; • To contribute towards the School admissions strategy and targets ensuring that the interests of the Department are represented and that admissions potential for the Department is optimised; 	

- To be responsible, for the Department's compliance with the College's codes of practice, operational standards, relevant legislation, policies and procedures, particularly relating to health and safety, ethical issues, equalities and diversity, data protection, the management of staff, the supervision of research students and the security of staff, students and property;
- To be responsible for financial performance within the Department, ensuring that the Department operates within its devolved budget;
- To undertake regular monitoring and reporting of academic progress

Leading People

- To be responsible for the implementation of people policies including recruitment, development, motivation and performance management of all academic staff within the Department.
- Through the Performance Development Review process and in liaison with the Vice Deans, set and actively review objectives and measurable outcomes for staff of teaching and research success, linked to School and College strategy.
- To work with colleagues across the Department to develop a culture of excellence, promoting innovation, team-working and collaboration.

School Executive Responsibilities

The role is a member of the School Executive which has the following general responsibilities:

- work as part of the School's leadership team to lead change within the School in pursuit of strategic objectives;
- encourage a spirit of co-operative working, especially with central professional services units, and active engagement with college policies;
- ensure that the College and School strategies and other relevant information is shared across the School through cascades and staff engagement activities;
- demonstrate effective leadership to ensure a culture of fairness and inclusion and promote diversity;
- develop relationships and networks involving individuals and organisations in order to promote the College, School and Department, in support of the overall College mission and goals.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: the Principal, Deputy Principals, Senior Vice Principals, members of the School Executive other Heads of Departments and Schools, Directors of Professional Services and Student Union representatives. Key contacts are the Vice Deans, School Manager, Director of Academic Services, Director of Marketing and Communications, Recruitment and Admissions Officers, Financial Performance Manager, HR Business Partner and Director of Strategic Planning. It is also important to maintain an effective internal network of staff and students.