

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Department
<b>School/ Department / Unit:</b>	English
<b>Job type</b>	Three-year fixed term appointment (renewable)
<b>Grade:</b>	As per academic grade, with allowance
<b>Accountable to:</b>	Head of School
<b>Accountable for:</b>	All academic staff within the department
<b>Purpose of the Post</b>	
<p>The Head of Department is responsible to the Head 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 mission, delivering effective planning, resource allocation and management to ensure innovation and excellence in research, teaching and learning, student experience and outcomes.</p>	
<b>Key Tasks</b>	
<p><b>Academic Leadership</b></p> <ul style="list-style-type: none"> <li>To contribute to the Strategy of the School through membership of the School's leadership team and relevant committees.</li> <li>To lead the development of the Department's teaching and learning, external engagement and research strategies, in line with the School's overall strategic plan.</li> <li>To be responsible for the 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.</li> <li>To develop and lead a culture of active student engagement within the Department, including effective representation and course co-design.</li> <li>To enable subject/discipline/staff development within the Department.</li> </ul>	
<p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>To be responsible to the Head of School, for the management of the Department's activities through appropriate delegation of duties, organised appropriately in light of the departmental workload/workload model.</li> <li>To contribute towards the wider School admissions strategy to ensure the interests of the Department are best represented and that admissions potential for the Department is fulfilled in line with College strategy.</li> <li>To be responsible to the Head of School, and in collaboration with the appropriate Directors of Professional Services, for the Department's compliance with the College's codes of practice, operational standards, relevant legislation, policies and procedures,</li> </ul>	

<p>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.</p> <ul style="list-style-type: none"> <li>• To be responsible for financial performance within the Department, ensuring that the Department operates within its core budget.</li> </ul>
<p><b>Leading People</b></p> <ul style="list-style-type: none"> <li>• To work as part of the School's leadership team to lead change within the School in pursuit of strategic objectives.</li> <li>• To be responsible for the recruitment, development, motivation and performance management of all academic staff within the Department.</li> <li>• Through the Performance Development Review process, to set and actively review objectives and measurable outcomes for staff of teaching and research success, linked to School and College strategy.</li> <li>• To work with colleagues across the Department to develop a culture of excellence, promoting innovation, team-working and collaboration.</li> <li>• To ensure that the College and School strategies are communicated to the Department and that appropriate information is cascaded.</li> <li>• To foster and develop a culture of close working relationships and collaboration between academic and professional services staff.</li> <li>• To demonstrate effective leadership on equality and diversity issues within the Department, ensuring a culture of fairness and inclusion.</li> </ul>
<p><b>Collaborative Working, Networking and Liaison</b></p> <ul style="list-style-type: none"> <li>• Working with the Head of School and the Director of Marketing and Communications, to 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.</li> <li>• To provide leadership in the interaction with relevant professional bodies, including any accreditation activities.</li> </ul>
<p><b>Other Duties</b></p> <p>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 his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
<p><b>Internal and external relationships</b></p> <p>The following list is not exhaustive but the post holder will be required to liaise with: the Principal, Deputy Principals, Senior Vice Principals, other Heads of Departments and Schools, Directors of Professional Services and Student Union representatives. Key contacts are the 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.</p>

## PERSON SPECIFICATION

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

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[illegible]

<b>Other requirements</b>		
Commitment to continued professional development	X	
Excellent understanding of equality and diversity legislation and good practice and commitment to its application	X	

