



## Role Description

<b>Job Title:</b>	Head of Department
<b>Department / Unit:</b>	Faculty of Science, Department of Biological Sciences
<b>Job type</b>	Full time 5-year role with potential for renewal up to 3 years subject to performance, then return to a substantive role
<b>Grade:</b>	Grade 10 equivalent
<b>Accountable to:</b>	Faculty Dean
<b>Accountable for:</b>	Subject Leads, Education & Student Experience Lead , Research & Knowledge Exchange Lead, Recruitment and Global Lead, Culture and Inclusion Lead, Academic Staff within the Department
<b>Purpose of the Role</b>	
<p>The Head of Department translates RH2030's strategy into actionable department-specific plans and leads the delivery of those plans. They are accountable for the Department's short and long-term success, financial sustainability, reputational excellence and operational efficiency. They ensure the department contributes meaningfully to the university's strategic performance indicators (SPIs) and key performance indicators (KPIs) and successful delivery of the Strategic Action Plans.</p> <p>The Head of Department will shape the Department's disciplinary identity and development working in partnership with Professional Service colleagues within the framework of our University of Social Purpose mission and core values. The Head of Department will also deliver effective planning, resource allocation and operational management to ensure innovation and excellence in research, education and student experience and outcomes.</p> <p>As custodians of the departmental culture, the Head of Department will champion an environment that embodies our values and creates a genuine sense of inclusion and belonging for all departmental communities.</p> <p>As a member of the Faculty Executive, the Head of Department will work within this leadership team to embed RH2030 and maximise synergies that emerge between departments within the Faculty.</p>	

## Key Tasks & Interaction

### Academic Leadership

- To provide strategic direction and vision for the Department focused on ensuring its financial sustainability and the highest quality of education, outcomes and experience for students.
- To lead and embed practices which promote academic innovation in research and education across the Department.
- To lead the development and implementation of the departmental plan that reflects the department's disciplinary identity aligns with faculty objectives and supports the implementation of the Strategic Action Plans.
- Working with the Faculty Dean and the Pro-Vice Chancellor (Academic Strategy, Planning and Resources) through the planning process, take accountability for setting and achieving student recruitment and research income targets for the Department in line with university targets.
- To ensure the Department maintains the highest standards of academic performance, teaching quality and of innovation in learning and teaching.
- To develop and lead a culture of active student engagement within the Department, including effective representation and course co-design.
- To develop and implement plans that drive continuous improvement in response to feedback from the National Student Survey.
- To be accountable for ensuring that the Department is prepared for TEF, REF and KEF, taking primary responsibility for departmental performance in these areas working closely with the Associate Deans and Faculty Dean.
- To develop a culture of global engagement contributing to the University's global reputation.
- Contribute to the successful operation of the faculty, taking an active role in the Faculty Executive and in relevant Faculty Committees.

### Operational Management

- To ensure effective use of the physical and financial resources allocated to the Department in a professional and efficient manner to advance the implementation of the University Strategy and aligning with the environmental sustainability commitments of the wider university.
- To be responsible for effective workforce planning and workload allocation within the Department to assure delivery of the strategy and ensure optimal departmental performance and efficiency.
- To be fully accountable for financial performance within the Department, managing income flow, authorisations, and budget planning.
- To ensure that information from the University is shared across the Department in an open and timely fashion and ensure that there are opportunities for the Department to feed in university initiatives and activities.
- In collaboration with the Faculty Dean, to be responsible for the Department's compliance with the University's codes of practice, operational standards, relevant legislation, policies and procedures particularly relating to health and safety, ethical issues, equality, diversity and inclusion, data protection, the management of staff, the supervision of research students and the security of staff, students and property.

**Leading People**

- To demonstrate effective leadership and active role-modelling on equality and diversity issues within the Department, ensuring a culture of fairness and inclusion and embedding the University Values through the Department.
- To be responsible for the recruitment, development, motivation and performance management of all academic staff within the Department enabling high-quality outputs and outcomes.
- Create a culture of excellence, cross-discipline collaboration and respect within the Department, the Faculty and across the University, encouraging collegiality and challenging poor behaviours.
- Through the Performance Development Review process, to set and actively review objectives and measurable outcomes of teaching and research success, linked to the university strategy.
- To initiate and lead change within the Department in pursuit of the university's strategic objectives.
- To foster and develop a culture of close working relationships and collaboration between academic and professional services staff.

**Collaborative Working, Networking and Liaison**

- To develop and maintain networks and partnerships to promote the Department, in support of the RH2030s strategy.
- To provide leadership in the interaction with relevant professional bodies, including any accreditation activities.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The role holder will be expected to undertake other duties as appropriate and as requested by their manager and in particular the post holder will be expected to continue to be active in teaching and/or research.

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

**Internal and external relationships**

The following list is not exhaustive but the role holder will be required to liaise with: members of the Faculty Associate Deans, University Executive, Directors of the Professional Services, existing and potential future external partners.

**Our Values**

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

## 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:** Biological Sciences

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to PhD level or equivalent	X		Application form
Successful academic track record demonstrated through attainment of a professorial title		X	Application form
Hold Fellowship of the Higher Education Academy (FHEA) or equivalent	X		Application form
A good understanding of RH2030s, its vision, values, aims, Strategic Action Plans and governance	X		Interview/assessment*
Awareness of sector trends, challenges and opportunities	X		Interview/assessment*
<b>Skills and Abilities</b>			
Excellent leadership skills which demonstrate the University's values	X		Application form
Translating University strategy into an actionable departmental vision, priorities and expectations	X		Interview/assessment*
Using data to inform planning, track progress and make evidence-based decisions	X		Interview/assessment*
Evidence of an ability to motivate and encourage colleagues to deliver high levels of performance	X		Interview
Budgeting, forecasting and resource allocation	X		Interview/assessment*
Effective management of staff to deliver key objectives	X		Interview/assessment*
Coaching, mentoring and feedback skills	X		Interview/assessment*
Negotiating, influencing and resolving conflicts	X		Interview/assessment*
Fostering close working relationships with Professional Services and across University boundaries	X		Interview/assessment*
Building and maintaining internal and external networks and partnerships	X		Interview/assessment*

<b>Experience</b>			
Evidence of successful leadership of a department, subject or research group	X		Interview
Experience of managing teams	X		Interview
Experience of managing resources	X		Interview
Experience in the development of plans and overseeing their successful implementation	X		Interview
Successful development of partnerships and strategic relationships with external organisations	X		Interview

\*A range of assessment techniques will be used for these elements which could include an interview, presentation, assessment exercise or psychometric questionnaire.