##### ROLE DESCRIPTION

**Post Title:** Head of Department (HoD)

**Faculty/School:**

**Reports to:** Head of School

**FTE required:**

##### Purpose

The prime role of the Head of an Academic Department is to provide strong academic leadership.  The Head of Department is responsible for the development of all aspects of the department, in terms of research and innovation, staff development and student experiences. They will be the role model and leader who will provide direction and focus, whilst allow creative solutions which may arise.

The Head of Department is required to lead, manage and develop the Department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by the Head of School (HoS), the HR Partner, the Finance Business Partner and the allocated accountants in fulfilling their role of line manager and budget holder. The Head of Department will support the fulfilment of the Department’s mission by working collaboratively with the Director of Teaching and Learning (DTL), Programme Directors, Research Division and Impact Leads, and other colleagues from within the Department, School, University, and central services.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed Departmental strategy within the School and University. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

##### Main duties and responsibilities for the Head of Department

1. To work closely with the Head of School in providing academic leadership, management and support to the academic staff in the Department.
2. To encourage and support staff development, having due regard for staff well-being, the University’s Published Values and Professional Behaviours, and Diversity and Inclusion.
3. To contribute to the Senior Management Team for the School, working closely with the Head of School, the School Director of Teaching and Learning, Research Division Lead and other Heads of Department.
4. To work closely with the Head of School in setting and monitoring appropriate targets for probationary academic staff, ensuring that probationary colleagues receive sufficient support and guidance as required.
5. To ensure that the University and School’s over-arching objectives are reflected via the PDR process for academic staff within the Department; to review outcomes to identify common themes and issues that need addressing.
6. To advise the Head of School relating to requests from staff regarding annual leave, study leave, consultancy, permission to undertake research with an ethical aspect etc.
7. To work closely with the Head of School in identifying, recognising and rewarding good performance via the appropriate reward mechanisms and processes, particularly ensuring that academic staff fully understand their opportunities for career progression via the Personal Titles process.
8. To participate in resource- allocation discussions in respect of the School’s commitments.
9. To liaise with the Head of School in ensuring effective financial management of academic activities within the Department.
10. To contribute to School planning processes as required, in particular to articulate strategies and actions to further develop the Department
11. To act as direct line manager for Associate Lecturers and those hired via Campus Jobs.
12. To work closely with the Head of School in the maintenance, implementation and further development of the workload model for staff with a view to ensuring the equitable allocation of teaching and administrative responsibilities.
13. To support and promote a strong research culture within the Department, working closely with the Research Division Lead as appropriate.
14. To take responsibility for occasional specific projects as can reasonably be delegated by the Head of the School.

**Updated:** May 2021