

Job Description



Job Title:	Head of School
School/Service:	Lancashire Law School
Grade:	Management
Responsible to:	Executive Dean of Faculty
Responsible for:	Staff in School and its Institutes and Centres
<p>Job Purpose:</p> <p>As a member of the Faculty's Executive Team and in conjunction with the Executive Dean and Faculty Directors, you will:</p> <ul style="list-style-type: none"> - Provide academic and operational leadership for the School having particular regard to the student experience; - Contribute to the formulation and implementation of strategy and policy and support the achievement of critical success factors with regards to student recruitment, retention, satisfaction, attainment and employability; - Continue to develop the quality, quantity and reach of the School's research, innovation, grant capture, knowledge exchange and commercialisation activities and the supporting environment, maximising impact; - Adopt an approach of continuous improvement in relation to the quality of delivery and content of the School's academic portfolio; - Contribute to the University's success in external measures of its and the School's provision, such as TEF, REF and KEF; - Facilitate the efficient and effective deployment of resources; - Engender a positive culture with staff and students in the School which aligns with the Mission, Values and Strategic Objectives of the University 	
<p>Main Duties and Responsibilities:</p>	
1. To provide academic leadership for, and effective and efficient operational management of, the resources, quality assurance and financial performance of the School;	
2. To contribute to the development, formulation and implementation of School strategy, including policies and procedures in line with Faculty and University frameworks;	
3. To promote the advancement of teaching and learning, innovation and enterprise, income generation, research and impact within the academic areas of the School;	
4. To ensure the currency of provision and the design, implementation, review, delivery and assessment of the School's academic programmes and to facilitate the development of new and existing courses, nationally and internationally, as appropriate;	
5. To ensure that School marketing and communication mechanisms are supportive of student recruitment and retention and facilitate development of its reputation and external networks;	
6. To ensure that staff within the School are effectively managed and deliver high performance within a culture of continuous improvement in relation to School objectives;	
7. To ensure the School's effective and efficient use of resources to enable it to maximise its contribution to the development and achievement of the School, Faculty and University goals;	
8. To contribute to the diversification of non-HEFCE income;	
9. To promote a supportive, positive, solution-focussed environment for staff, students and internal and external stakeholders in relation to all the activities of the School;	
10. To establish effective co-operation and collaboration with other Schools, Services and external stakeholders;	

11. To deliver the Mission and Values of the University including a commitment to promoting equality and diversity within the School, Faculty and University;

12. To contribute to Faculty and/or University-wide initiatives;

13. To undertake other activities as determined by the Deputy Vice-Chancellor or Executive Dean.

Signed:

Date:



Person Specification

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Grade:	Management

Attributes	Essential	Desirable	Measured By
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<p>Work Experience</p>	<p>Experience of managing and co-ordinating resources including the management of staff and demonstrable experience of working with regulatory processes and governance systems</p> <p>Experience in the development and implementation of strategy and policy in areas pertinent to the School</p> <p>Experience of delivering continuous improvement in relation to the core activities of the School/University</p> <p>Experience of building and sustaining effective internal and external relationships</p> <p>Demonstrable ability to lead a change management agenda and to embrace new ways of working</p>	<p>A track record of effective change management and delivery of innovative solutions</p> <p>Experience in the management and/or delivery of research, innovation and consultancy</p> <p>A professorial title will be awarded to the successful candidate if their profile and work experience meets the University's criteria for appointment as a professor</p>	<p>CV, Presentation and interview</p>
<p>Education/Qualifications</p>	<p>Higher degree/Doctorate or equivalent professional qualifications / experience</p> <p>Evidence of commitment to continued professional development</p>	<p>Membership of relevant professional body</p>	<p>CV</p>

<p>Skills/Abilities</p>	<p>Excellent leadership and motivational skills with a strong team building focus</p> <p>Experience of managing budgets and resources</p> <p>Self-motivated and proactive in approach to challenges and opportunities</p> <p>Understanding of HE policy, funding, external measures and the importance of a strong track record in delivering research, impact, innovation and consultancy</p> <p>People development capability with a strong continuous professional development orientation</p> <p>Able to operate in a structured yet complex and challenging environment</p> <p>Very good communication skills in both verbal and written form and ability to generate clear and concise documentation</p> <p>Ability to identify new opportunities and develop creative and innovative solutions.</p> <p>Ability to develop networks with key stakeholders.</p>		<p>CV, interview</p>
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<p>Personal Details</p>	<p>Credible and well-respected within the field by peers as evidenced by academic profile, professional networks and involvement with outside bodies</p> <p>Good understanding and knowledge of key quality and governance issues related to course development, student experience, research and academic leadership</p> <p>Commitment to the University mission, values and to the delivery of the diversity agenda</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours.</p>	<p>An academic track record relevant to the School's area of expertise</p> <p>Experience of grant capture and/or consultancy</p> <p>Record of external income generation</p> <p>Involvement with national or international agencies supporting pedagogic development and quality [e.g. QAA institutional reviewer]</p>	<p>CV, interview</p>
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