

## JOB DESCRIPTION

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<b>Job title:</b>	Head of Subject
<b>Grade:</b>	This post has been evaluated at Grade 8
<b>Responsible to:</b>	Director of School <sup>1</sup>
<b>Responsible for:</b>	Course Coordinators Substantive academic staff in the Subject area
<b>Date:</b>	June 2013

### **Job purpose:**

The role holder is responsible to the Director of School for the academic leadership, operational management and business performance of their Subject area.

### **Health and safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

### **Main duties and responsibilities**

The main duties and responsibilities of this role have been grouped in the following areas:

1. Subject Development & Business Management.
2. Subject Leadership & Quality Management.
3. Management of Resources.

#### **1. Subject development & business management**

- a) To act as the face of the Subject area, both internally and externally (in liaison with externals, existing and prospective partners, educational bodies, employers and professional bodies).

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<sup>1</sup> 'School' is used throughout as a shorthand to denote 'School / Institute / Academy'

- b) To ensure that the Subject delivers on its agreed targets – particularly for student recruitment, retention, achievement, satisfaction and graduate employability.
- c) To develop progression pathways and other valuable, collaborative partnerships with a range of educational providers, public and private, national and international.
- d) To raise the regional, national and international profile of the Subject area by developing strategic links with other HEIs, businesses, relevant organisations and external bodies.
- e) To take a leading role, with the support of Marketing & Communications, in the promotion and profiling of the Subject, through recruitment strategies, open days, cultivation events, performances, exhibitions, outreach activity and social media.

## **2. Subject leadership & quality management**

- a) To take responsibility for curriculum development across the Subject – maintaining an attractive, distinctive, successful and sustainable portfolio that underpins a strong recruitment profile.
- b) To promote and manage innovative and high quality learning and teaching within the Subject area.
- c) To promote research and innovation within the Subject area in support of institutional objectives.
- d) To ensure the Subject delivers an agreed standard of student engagement including appropriate contact time, assignment feedback, pastoral care and involvement in curriculum design, monitoring and review.
- e) To manage the Staff-Student Liaison Group in the Subject, ensuring that the student voice is listened and responded to.
- f) To implement effectively university procedures for quality assurance, enhancement and continuous improvement in the Subject (such as Annual Strategic Reviews).

## **3. Management of resources**

- a) To ensure that devolved budgetary responsibility for the Subject is managed effectively and in line with planned targets and institutional regulations.
- b) To manage substantive staff teaching in the Subject area (and authorise contracts for Associate Lecturers) through effective recruitment, induction, management, appraisal and development.
- c) To set objectives and manage performance against these through the PDR process. Through this, ensuring that commitments to teaching, research, innovation and

professional practice are well-balanced in relation both to individual strengths and roles, and to the overall needs of the Subject.

- d) To ensure that any poor performance, disciplinary and grievance issues within the Subject are effectively managed to timely resolution and within the university's guidelines.
- e) To maintain overall responsibility for efficient timetabling, and effective deployment of substantive staff, within the Subject.

#### **4. General duties and responsibilities**

- a) To represent the Subject at assessment boards, validations and reviews.
- b) To build clear and effective lines of communication within the Subject area.
- c) To work within and actively support the equality and diversity policies and practices of Falmouth University.
- d) To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
- e) To participate in the annual Performance Development Review process.
- f) To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
- g) To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.
- h) To be responsible for your own continuing self-development.
- i) To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

#### **Health & safety requirements**

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.

- You attend training as appropriate to your role (see the relevant health and safety Training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

Membership and responsibility as a designated member of Falmouth's Committee structure (including Health and Safety Committee) as appropriate to the role.

In relation to health and safety, you are responsible on direction and on behalf of the relevant management board lead, for supporting the discharge of their duty as a member of the senior management team:

- To monitor effective safety implementation.
- To identify health and safety needs and requirements.
- For the care of all those affected by your acts or omissions.

You have a direct responsibility to ensure a safe and healthy environment for staff, students and other users of the areas of the University under your span of control, by ensuring that:

- Falmouth's safety policies and requirements are implemented and that resources are available to the staff under your control to ensure statutory compliance.
- Risk assessments are carried out for relevant activities (e.g. fieldwork, performances, exhibitions etc.) undertaken by staff and students within your area, and that any resulting actions are taken and that safe working practices are followed.
- Correct and timely communication of safety issues both to your superiors and the staff that work for you as relevant to your areas of responsibility is carried out.
- You work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.
- Staff within your area fulfill their responsibilities under the University's Health and Safety Policy, including any responsibilities as members of University Committees as appropriate.

## PERSON SPECIFICATION

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**Job Title:** Head of Subject

Attributes	Essential requirements	Desirable requirements
<p><b>Education and qualifications</b></p>	<p>A good undergraduate degree in the subject area.</p>	<p>Postgraduate qualification in the subject area.</p> <p>PGCHE or equivalent and/or fellowship of the Higher Education Academy (HEA).</p> <p>An earned doctorate.</p>
<p><b>Experience and knowledge</b></p>	<p>Relevant, high level Subject expertise.</p> <p>Experience of teaching within an HE environment sufficient to have gained a thorough knowledge and understanding of the requirements on those teaching at this level.</p> <p>Experience of managing people and resources.</p> <p>A comprehensive understanding of quality issues and requirements in HE.</p> <p>Evidence of contributing to academic and operational management of subject area.</p> <p>Evidence of contributing to business planning and delivery within an academic context.</p> <p>Evidence of continuing professional and personal development.</p> <p>High quality and current connections with industry and professional practice.</p> <p>An ongoing and demonstrable commitment to scholarship, research and/or innovation.</p>	<p>Experience of successfully developing initiatives in an international context.</p> <p>Experience of establishing/maintaining collaborative partnerships.</p> <p>Track record in either funded research or innovation.</p> <p>A published record of research and/or practice and a previous submission to the RAE/REF.</p> <p>Successful generation of external research income.</p> <p>Experience of teaching within an international context.</p>

	<p>An up-to-date knowledge and understanding of changing trends and requirements in the subjects' industrial and professional domains.</p> <p>Experience of networking both within and outside the University with appropriate academic and non-academic partners.</p>	
<b>Leadership qualities</b>	<p>Belief in the University's corporate agenda and the ability to communicate and promote it to others.</p> <p>A leadership style which ensures that performance is optimised.</p> <p>Drive to constantly seek improvement and the development of the University's activities as they relate to the Subject.</p> <p>Ability to identify opportunities and to engage others with maximising the benefit of these.</p> <p>A reflective and flexible thinking style that combines openness and transparency with decisiveness.</p> <p>The confidence to delegate effectively and to encourage and empower others to succeed to the best of their abilities.</p> <p>Innovative and ambitious for the Subject, and the wider University, with the ability to foster the same amongst staff.</p>	<p>Experience of change management.</p> <p>Imaginative and intellectual integrity to formulate strategies and policies that command the respect of others.</p>

<p><b>Skills and personal requirements</b></p>	<p>Dedication to the development of the subject.</p> <p>A progressive and dynamic approach to teaching in HE.</p> <p>Ability to communicate effectively at all levels.</p> <p>Ability to manage strategically and work in collaboration with others in supporting the strategic aims of the Subject and University.</p> <p>Well-developed organisational skills, enabling the management of all resources productively and constructively.</p> <p>A constructive approach to team working.</p> <p>Excellent oral and written communication skills with the ability to enthuse and persuade.</p> <p>The entrepreneurialism, energy and enthusiasm to find innovative methods of delivering the Subject.</p> <p>A commitment to the principles of integrity, fairness, diversity and equality of opportunity.</p> <p>Desire to actively seek and embrace innovation.</p> <p>Ability to develop cross-functional relationships and champion best-practice outside immediate Subject.</p> <p>Flexible approach to work, committing to participation in events, meetings and functions outside of normal, office hours.</p>	<p>Diplomatic and politically astute in communications and interpersonal skills with the ability to adapt these to a wide range of formal and informal settings.</p>
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