



LONDON SOUTH BANK UNIVERSITY
Vice Chancellor and Chief Executive: Professor Martin Earwicker

FACULTY OF ENGINEERING, SCIENCE AND THE BUILT ENVIRONMENT

HEAD OF DEPARTMENT, APPLIED SCIENCE

REF: FESBE20

The University

London South Bank University has over one hundred years of experience of providing high quality education for all types of students. Founded in 1892 as the Borough Polytechnic, it merged in 1970 with four other colleges to become South Bank Polytechnic and was granted University status in 1992. In 2003 it adopted the name London South Bank University. The change of name is not merely cosmetic. It represents a mission to reposition the University to address London's needs; allowing us to promote high quality education and research across the capital, the UK and global marketplaces. The University is a dynamic institution, internationally renowned for the vocational nature of its courses. It has a diverse multi-cultural population of around 23,500 students, of which 10% are international students, and some 2000 academic and support staff.

Situated close to Waterloo and London Bridge stations, London South Bank's main campus at Elephant and Castle in historic Southwark, is at the hub of local transport only minutes away from the professional, social and cultural facilities of central London and the arts centres on the South Bank.

Academic Structure

The University is divided into four faculties: Business; Engineering, Science and the Built Environment; Health and Social Care; Arts and Human Sciences. Teaching and the main administration is conducted at the Southwark Campus for all courses, except the professional courses in nursing, midwifery, health and social care, which are offered at sites at Havering and Great Ormond Street. Each Faculty is headed by an Executive Dean who has Pro Deans to assist them in the running of the Faculty.

Management Structure

The Chief Executive of London South Bank University is the Vice Chancellor who is supported by a Senior Management Team consisting of the two Pro Vice Chancellors, Director of Finance, the University Secretary and the four Executive Deans. There are, in addition, a series of central service departments each with their own head who report to the Vice Chancellor or a Pro Vice Chancellor.

Academic Facilities

The Perry Library at the Southwark Campus houses over 400,000 books and provides access to over 12,000 journals in print and online. As well as staying open till midnight during term, members of the University can access its electronic resources via the internet. The Learning Resources Centre provides over 400 personal computers on open access (also until midnight) together with training, help, and advice. There are also libraries and IT provision at the health campuses.

Leisure and Entertainment

The Students' Union supports numerous societies ranging from cultural, such as African, Asian and Chinese, to the mainly social societies such as the D-Zone groups for those into dance music. The students' union complex contains an event venue and bar. An Athletic Union works within a central University Sports Academy, with a gym, fitness centre and sports hall located at the London Road building.

Accommodation and Student Welfare

Around 1,200 hall places are available close to the main campus at Southwark, with many rooms having en-suite facilities. The University guarantees accommodation to international students and gives priority to first and final year undergraduates.

The Centre for Learning Support & Development can offer advice and guidance in personal and practical matters, including finance and immigration.

JOB SPECIFICATION

Title:	Head of Department of Applied Science
Reporting to:	Executive Dean
Grade:	Grade 11 (Grade 12 may be offered to candidates who fulfil the requirements of professorship)
Responsible for:	Departmental Academic staff

The Role and Purpose of the Job

The Head of Department is both academic leader and line manager for the Departmental Staff. S/he will be an effective communicator, an experienced business manager and able to motivate staff to deliver in accordance with university and faculty objectives, systems and processes. The Head of Department should have the necessary authority to deliver, control and develop a range of strategic and operational functions as defined and negotiated in partnership with the Executive

Dean, within the context of the parameters of the key features of the post which are outlined below. In order to exercise these responsibilities effectively, the Head of Department should equate authority with responsibility and accountability.

In addition, if appointed as a professor, the role will be responsible for developing and delivering the Faculty's strategic objectives in relation to academic programmes, research and enterprise in an area of specialism.

It is acknowledged that it may be necessary for the Head of Department to delegate certain areas of work and decision-making to other Departmental staff, depending upon the personal strengths and interests both of the Head of Department and the staff concerned. However, the ultimate responsibility for delegated work will rest with the Head of Department, as a consequence, they must ensure such work is effectively and efficiently carried out.

Heads of Department are members of the Faculty Executive.

RESPONSIBILITIES

1. Working with the Executive Dean, to provide academic and professional leadership for the Department. This includes taking the lead in liaising with external and professional bodies as required for the professional disciplines of the Department.
2. Assist the Executive Dean in all tasks delegated concerning the design and delivery of Faculty plans and University plans as they change over time, including delivery of financial and student number targets.
3. Line manage Departmental staff on full-time, part-time and HPL contracts, including:
 - recruitment, selection, and appointment of academic staff
 - appraisal, staff development and training
 - managing induction and probation
 - co-ordination of academic staff workload
 - dealing with issues concerning discipline and grievance
4. Take responsibility for ensuring that University policies and procedures are managed and applied in the Department and that corrective action is taken when they are not.
5. To be responsible for the management and control of budgets and other resources devolved to the Department.
6. To promote a culture of customer focus in all activities undertaken by the Department and achieving the commitment of staff of the Department to excellent student support.

7. To manage the planning, validation and monitoring of modules and courses associated with the Department, liaising with other faculty staff where appropriate.
8. To review the academic portfolio of the Department in line with the Faculty Academic Review process to ensure that the programmes offered by the Department remain up to date, relevant and demand informed.
9. To actively seek collaborative opportunities with other departments within the Faculty and in the other faculties to exploit multi-disciplinary opportunities.
10. To pursue quality enhancement in all aspects of the student experience including management of teaching & learning quality assurance process, complying with standards set by the various stakeholders such as QAA, LSBU and external professional bodies and ensuring the classroom observation scheme takes place effectively.
11. In consultation with the students and staff develop and implement an action plan to enhance the student learning experience.
12. To take positive steps to promote the external profile of the Department and to maintain effective working relationships with appropriate external bodies to enhance student recruitment and research & enterprise activity.
13. To nurture and encourage research and enterprise activities within the Department by encouraging research collaboration with other departments in the University and externally, and through self managed scholarly activity for individuals.
14. To contribute to the effective management of the Faculty and to ensure that the Department contributes fully to the efficient operation of the Faculty including ensuring staff are kept informed and involved in Departmental activities as appropriate and that staff views are made known to the Executive Dean.
15. To actively seek opportunities for recruitment of international students and research partnerships with international institutions.
16. Active promotion of the University's Equal Opportunities Policy within the Department.
17. To undertake any other activities delegated by the Executive Dean.

ADDITIONAL RESPONSIBILITIES FOR A PROFESSORSHIP

18. To provide academic research and professional leadership, by leading, developing and implementing research and enterprise plans.
19. To drive forward research and enterprise in areas of specialism by establishing links and attracting income to support research and development

activities, representing the Faculty in the wider external research community and marketing the Faculty's research to business and industry.

20. To attract, lead and manage major research and enterprise projects including coaching and mentoring academic and research staff.
21. To undertake research and scholarship by attracting and managing externally funded research and knowledge transfer programmes, generate and sustain outputs in world leading refereed journals, patents, consulting and spin out activities.

SELECTION CRITERIA

- A. Advanced academic qualifications to a masters level qualification in one of the subject areas for which the Department is responsible.
- B. Proven knowledge and a record of achievement in the form of research outputs and industrial impact in a field related to the Department's portfolio.
- C. Experience of leadership in an academic environment, including reviewing academic programmes, validations and improving quality assurance processes.
- D. Demonstrable experience of staff, budget and resource management in a large organisation or department.
- E. Experience in developing and delivering customer focused services to students, including enhancing all aspects of the student experience.
- F. Highly developed interpersonal and communication skills, both written and verbal.
- G. Evidence of commercial orientation and an understanding of the external market place. Able to meet financial and student number targets.
- H. Proven leadership and motivational skills. Team player who is able to build relationships.
- I. Ability to work under pressure and meet strict deadlines.
- J. Able to act with authority and responsibility and help others do the same.
- K. An understanding of and commitment to the University's Equal Opportunities Policy.

ADDITIONAL CRITERIA FOR A PROFESSORSHIP

- L. A Phd or equivalent in a relevant discipline

M. Demonstrable success in research and enterprise with a recent track record of:

- attracting and delivering research grants, consultancy, knowledge transfer and projects,
- publications and professional standing in a specialist area,
- academic and research leadership.

N. Experience in research commercialisation and success in building relationships with industry and business

NOTES TO APPLICANTS

Please state clearly on the application form the post title and reference number for which you are applying.

Applicants should complete the enclosed application form in full addressing the main activities and selection criteria for the post even if a CV or other supporting information is supplied.

Please include among your referees persons who can testify to your recent experience in the field of work for which you are applying. All appointments are subject to the receipt of references satisfactory to the University. It is standard procedure to apply for references only for the successful candidate.

Offers of appointment are also subject to proof of your permission to work in the UK in accordance with the Asylum and Immigration Act 2006. Before any offer of appointment is made you will be asked to provide original documentary evidence to support this requirement.

Interviews will be held on Friday, 2 December 2011.

MEDICAL SCREENING

The successful candidate will be required to complete a pre-employment medical screening questionnaire, and may be required to undergo a medical examination prior to a written offer of employment being made.

TRAINING AND DEVELOPMENT

Staff appointed without a teaching qualification or at least two years' teaching experience in further or higher education are allocated a place on the University's teaching staff induction programme, which can lead, to a post-graduate qualification.

DUTIES AND HOURS OF WORK

The nature of this post is such that the post-holder is expected to work such hours as are reasonably necessary in order to fulfil your duties and responsibilities of the role. Teaching duties to be undertaken will be determined by the line manager.

ANNUAL LEAVE

The University's holiday year runs from 1 January to December.

Annual leave entitlement is 30 days, in addition to statutory Bank Holidays.

SALARY SCALE

This post is graded at Grade 11 (spine points 52 - 56) of the University's Senior Managers' pay scale and initial full time salary range is £57,548 to £64,753 per annum.

Grade 12 may be offered to candidates who fulfil the requirements of professorship. Grade 12 (spine points 57 - 61) salary range is £66,689 to £75,039 per annum.

Salary progression is dependent upon performance in accordance with Senior Managers' Performance and Development Review process.

PENSION

The appointment is subject to the provisions of the Teachers' Superannuation Scheme and membership of the scheme is automatic unless you wish to opt out.

NOTICE PERIOD

The appointment shall be terminable, except in the case of probation or dismissal for gross misconduct, by giving the University three months' notice in writing or by the University giving three months' notice in writing.

RETURN OF APPLICATION FORM

If you wish to receive an acknowledgement for your application, please enclose a self addressed and stamped envelope and send to:

THE HUMAN RESOURCES DEPARTMENT
London South Bank University
Borough Road
London SE1 0AA

Tel: (020) 7815 6541
Fax: (020) 7815 6299
Email: humanres@lsbu.ac.uk

To save postage costs, **a further letter will be sent only to short listed candidates. If you have not heard from the University within three weeks of the closing date**, please assume your application has been unsuccessful.

Completed applications must be returned by midnight on Monday, 31 October 2011.

EQUAL OPPORTUNITIES POLICY STATEMENT

The University is committed to equality of opportunity both as an employer and as an educational institution.

The University will promote good relations among its staff and students and will create conditions which contribute to the full development and potential of all its members.

NO SMOKING POLICY

Applicants will wish to note that the University has a no smoking policy which means that smoking will not be permitted anywhere in the University buildings.