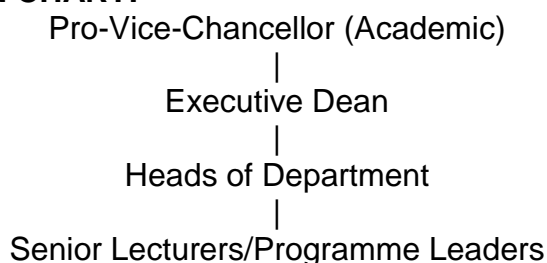# JOB DESCRIPTION

**1. JOB TITLE:**       Head of Natural Sciences

**2. HRMS REFERENCE NUMBER:** HRMS/12186

**3. ROLE CODE:** FINHOD

**4. DEPARTMENT:** Department of Natural Sciences, Faculty of Engineering and Technology

**5. ORGANISATION CHART:**

<div align="center">

Pro-Vice-Chancellor (Academic)
|
Executive Dean
|
Heads of Department
|
Senior Lecturers/Programme Leaders

</div>

**6. JOB PURPOSE:**

The Head of Department is accountable to the Executive Dean of Faculty for:

- academic leadership of the subject area, including all programmes and modules therein, and oversight of all associated curriculum development, teaching, learning, and research;
- advice to the Executive Dean on the effective management of Departmental resources;
- advice to the Executive Dean on the deployment of staff within the Department;
- the assurance of academic quality;
- collaboration with the Executive Dean and fellow Heads of Department in same Faculty in the effective management and development of the Faculty.

**7. BACKGROUND INFORMATION:**

The University is in the process of acquiring the Shell Thornton Research Centre and will be using the site to establish a facility that combines teaching and academic research activity by means of the creation of a University Faculty of Engineering and Technology. The Faculty will be designed to complement and support high grade private sector companies undertaking research and development in these and associated fields.

This is an exciting opportunity to make a valuable contribution to the development of the Faculty from its initial stages and to draw on your skills and expertise to contribute to the development of new programmes for the new Faculty of Engineering and Technology.

## 8. WORK PERFORMED AND/OR KEY RESULT AREAS:

### 8.1 Communicating Effectively
- To communicate effectively to ensure academic leadership of the subject area, including all programmes and modules therein, and oversight of all associated curriculum development, teaching, learning, and research, ensuring academic quality.
- To provide advice to the Executive Dean on the effective management of departmental resources and the deployment of staff within the department.

### 8.2 Leadership and Working Collaboratively
- Responsible for the effective line management of all staff within the Department, reporting to the Executive Dean.

### 8.3 Liaison and Networking
- Liaise with external contacts such as other educational bodies, employer, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income as appropriate.
- Act as an ambassador to promote the work of the Department in the subject area both nationally and internationally.
- Contribute to the management of quality audits and other forms of external assessment.
- To be a member of the Academic Committees of the University, a member of the Board of Studies of the Faculty; a member of the Faculty's Management Team; and to Chair the Subject Assessment Board in the subject area.
- To establish external networks as necessary e.g. Widening Participation projects including events with local Schools and FE colleges to develop a better understanding of relevant subject at university level among 'A' level students.
- Chair internal/ external committees as required.

### 8.4 Delivering a High Quality Standard of Service
- To contribute to setting overall quality assurance and learning and teaching standards within the department, working closely with the Executive Dean.

### 8.5 Effective Decision Making
- To make independent decisions on operational matters such as staffing, budgets/ finance, planning and resourcing, impacting on the subject area
- To manage the Department's relationship with collaborative partners and to advise the Faculty on such partnerships.
- To make recommendations to e.g. Board of Studies, on the introduction of new programmes, new partnerships or suggestions on the introduction of University policy.

### 8.6 Planning and Organising Self and Others
- To be responsible for the subject/ department, managing all staff within

department.

- To write strategic plans for the future direction of department.
- To monitor departmental budgets and keep appropriate records of income and expenditure, with reference to the Executive Dean as appropriate.

## 8.7 Innovation and Improvement (Effective Problem Solving)

- To be responsible for identifying problems and resolving them, e.g. identifying and resolving areas of ineffective working.
- To identify the need for new modules, suites of modules and programmes
- To design or delegate responsibility for designing new programmes as appropriate.
- To be responsible for the Departmental approach and success relating to student retention and achievement

## 8.8 Analysis and Research

- To undertake active involvement in research, presenting at conferences, publication in journals etc at least once per year
- To conduct subject specific research as appropriate

## 8.9 Sensory and Physical Demands

- Standard office environment and equipment

## 8.10 Work Environment

- Responsible for the health and safety of staff within the department and students in their immediate working environment.

## 8.11 Pastoral Care and Welfare

- To be the first point of contact for welfare matters for all staff within the department.
- To offer support and guidance to staff within the department.
- Complex personal matters affecting staff/ students may be referred to the Executive Dean in line with University procedures.

## 8.12 Team Development

- To take responsibility for all team development within the department, including induction of all new staff, identification of development needs through development and Performance Development Reviews and undertaking action to meet these development needs.

## 8.13 Teaching and Learning Support

- To ensure all courses and programmes of study offered within the Department comply with the external requirements of their funding and validating bodies and the internal University policies and procedures, as detailed in its Quality Assurance Handbook.
- To undertake regular review and appraisal of programmes and strategic planning of the subject provision.
- To be responsible for the preparation of new programmes and curriculum development within the subject.
- To be responsible for the assessment of student work within the subject

area, including liaison with external examiners and chairing of subject assessment boards.
- To be responsible for long term development of full subject area and the introduction of novel modes of delivery
- To be responsible for overall quality auditing across full subject range

### 8.14 Knowledge and Experience
The Head of Department must have sufficient expertise to lead or challenge thinking in their area of expertise and act as a source of expertise in this area.

### Qualifications

- Will be required to have a Masters level qualification and membership of a relevant professional body
- Will be required to have or obtain a doctoral level qualification or equivalent professional qualification/recognition within an agreed timescale.

### Experience
- Academic leadership experience
- Suitable expertise to deliver lectures in relevant subject area
- Experience of research and scholarship
- Previous teaching experience in higher education

### Skills/Attributes
- The ability to enhance the research profile in the subject by personal example and/or through the encouragement of research activity by other members of staff of the department;
- Evidence of the ability to manage resources, both human and financial;
- Evidence of the ability to lead and work as part of a closely-knit team, together with evidence of the ability to resolve conflicts which may arise within the department;
- A readiness to work collaboratively with partners, both within and external to the University.

### 8.15 General

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
- To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- To comply with all University Health and Safety policies.

## PERSON SPECIFICATION

## Job Title: Head of Natural Sciences, Faculty of Engineering and Technology

| Criteria | Essential / Desirable | Method of identification |
|---|---|---|
| **Qualifications:** | | |
| Good first degree in relevant subject | Essential | Application Form |
| Masters level qualification | Essential | Application Form |
| Membership of a relevant professional body | Essential | Application Form |
| PhD or willingness to achieve this within an agreed timescale | Essential | Application Form |
| HE Teaching Qualification, Fellowship of the Higher Education Academy or willingness to work towards | Essential | Application Form |
| **Proven Experience:** | | |
| Evidence of ability in and experience of academic leadership, particularly in respect of expanding markets and income streams. | Essential | Application Form/Interview |
| Significant programme management experience and involvement in quality review events. | Essential | Application Form/Interview |
| Suitable expertise to deliver lectures in relevant subject area | Essential | Application Form/Interview/ Presentation |
| Experience of research and scholarship | Essential | Application Form/Interview |
| Previous teaching experience in higher education | Essential | Application Form/Interview |
| Involvement in research bids and projects | Desirable | Interview |
| Record of publications and external consultancy | Desirable | Application Form/Interview |
| Leading, developing and implementing new curricula | Desirable | Interview |
| **Delivering academic and service excellence:** | | |
| A readiness and ability to work collaboratively with partners, both within and external to the University. | Essential | Interview |
| Capacity to think effectively on both strategic and operational levels. | Essential | Interview |
| The ability to actively promote the subject area and engage in the promotion of knowledge transfer and related activities in connection with alternative funding streams. | Essential | Interview |
| The ability to enhance the research profile in the subject by personal example and/or through the encouragement of research activity by other members of staff of the department | Essential | Interview |

| | | |
|---|---|---|
| **Managing self and inspiring others:**<br>Evidence of effective management of staff and provision. | Essential | Application Form/Interview |
| Excellent communication and interpersonal skills. | Essential | Interview/ Presentation |
| Highly organised self starter able to achieve demanding and time limited objectives. | Essential | Interview |
| Evidence of the ability to manage resources, both human and financial | Essential | Application Form/Interview |
| **Working together:**<br><br>Evidence of the ability to lead and work as part of a closely-knit team | Essential | Application Form/Interview |
| **Organisational and stakeholder awareness:**<br>Evidence of ability and achievement in developing external networks/partnerships as well as engaging in income generation and promotion activities. | Essential | Application Form/Interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Method of identification** is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e. application form, interview, test)

# UNIVERSITY OF CHESTER
## FACULTY OF ENGINEERING AND TECHNOLOGY
## HEAD OF NATURAL SCIENCES

**SALARY SCALE**
E2, points 50 – 52, £54,826 - £58,157 per annum.

**CONDITIONS OF APPOINTMENT**
**Permanent** contracts will be offered to those candidates who possess both a higher degree and a postgraduate teaching qualification/Higher Education Academy membership. A successful candidate who lacks either will be offered a **fixed term contract**, pending fulfilment of these conditions.

**RESIDENCE REQUIREMENT**
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

**HOLIDAY ENTITLEMENT**
35 days per annum (pro-rata during the commencement and cessation years). Two extra statutory days during the Christmas period.

**MEDICAL EXAMINATION**
The successful candidate will be required to complete an Occupational Health Questionnaire and will also be required to undergo a medical examination.

**ESSENTIAL CERTIFICATES**
Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

**DBS CHECKS**
The successful applicant will have to undergo a DBS check before an appointment can be made.

**PENSION SCHEME**
The University is an admitted body to the Teachers Pension Scheme. All academic staff are eligible for membership of the scheme, and upon appointment, will be asked to indicate whether or not they wish to join the scheme.

**EQUAL OPPORTUNITIES**
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

**SMOKING POLICY**
The University operates a No-Smoking policy.

**PROBATIONARY PERIOD**
A nine months' probationary period applies to all Academic posts.

**CLOSING DATE**
Completed application forms should be returned to HRM Services, University of Chester, Parkgate Road, Chester, CH1 4BJ, no later than Thursday 9th May 2013 at 12 noon, quoting reference number HRMS/12186.