



## Candidate Information

<b>Position:</b>	Head of School of Pharmacy
<b>School/Department:</b>	School Office (Pharmacy)
<b>Reference:</b>	20/108182
<b>Closing Date:</b>	Wednesday 1 April 2020
<b>Salary:</b>	An attractive remuneration package, based on the Professorial salary scales, commensurate with the seniority and responsibilities of the role, will be provided.
<b>Anticipated Interview Date:</b>	Tuesday 28 April 2020
<b>Duration:</b>	This is a permanent professorial position with the University and the role is available for 5 years in the first instance with the possibility of reappointment for a further five year period.

### Job Purpose:

The Head of School will report to the Pro-Vice-Chancellor (Medicine, Health and Life Sciences) and will play a key role in providing effective and efficient leadership and management of the School.

### The Head of School will:

1. Play a key role in the Faculty Executive Board, providing leadership and management in the School and advocacy within the University.
2. Establish and maintain an environment of excellence which enables education and research to flourish and facilitates and encourages the development of all staff.
3. Provide academic leadership for the development of the research and education portfolio of the School and related activities (e.g. impact).
4. Develop (in collaboration with the Faculty PVC) a strategic plan for the School in relation to other Faculty activities and in line with the University's institutional strategy.
5. Manage and monitor the progress of the School against agreed key performance indicators.
6. Be responsible and accountable for all operations within the School ensuring the effective management of all aspects devolved to Schools, e.g. academic, finance, people, health and safety etc.
7. Be the accountable line manager of all staff within the School.
8. Be accountable for budgets allocated to the School through the budgetary framework.
9. Manage the work-load of academic staff to ensure that all staff can deliver, in the most effective way, the required contribution to the School's research, education and other objectives.
10. Develop and promote interdisciplinary activities with other Schools etc in line with University strategy and objectives.

### Essential Criteria:

1. Have a strong academic record and a recognised research or professional profile in one or more of the disciplines represented within the School.
2. Sustained record of playing a leading role in successful bids for competitive, peer-reviewed national or international grants or other awards as Principal Investigator, as appropriate to the discipline.
3. Have a substantial record of achievement in leading and managing academic activity.
4. Have an established record of successful teaching.
5. Have a strong interest in the policy and management processes within the University and a thorough knowledge of current issues in higher education more generally;.
6. Demonstrate a commitment to equality of opportunity for students and staff and to the development of Queen's as a pluralist institution.
7. Have excellent interpersonal, social, negotiating and teambuilding skills and evidence of ability to chair committees etc effectively.

8. Demonstrate the ability to undertake a representational role, both within the University and externally, and to communicate with people and organisations at all levels and, in particular, policy-makers and bodies in the public, private and community sectors and elsewhere.
9. Demonstrate commitment to enhancing the reputation and performance of Queen's in local, regional, national and international terms.
10. Have excellent presentation, communication, analytical and problem-solving skills.
11. Be able to lead and to work as a member of a team.
12. Be able to demonstrate that they can think creatively.
13. Display self-reliance and the ability to cope with pressure and conflicting demands.
14. Be committed to developing the role of Head of School.

**Desirable Criteria:**

1. Evidence of individual contribution, or as part of team, to the management of change within a university environment.
2. Evidence of successful resource management.
3. Evidence of leadership in the successful identification, development and implementation of initiatives and policies.