



Candidate Information

Position:	Head of School
School/Department:	School Office (SSESW)
Reference:	22/109715
Closing Date:	Monday 25 April 2022
Salary:	An attractive remuneration package, based on the Professorial salary scales, commensurate with the seniority and responsibilities of the role, will be provided.
Anticipated Interview Date:	Thursday 26 & Friday 27 May 2022
Duration:	5 years in the first instance with the possibility of reappointment for a further period to be agreed

The Role and Requirements

The University is seeking to appoint a Head of School of Social Sciences, Education & Social Work.

The Role of Head of School of Social Sciences, Education & Social Work

The role of Head of School plays a critical role in ensuring that Queen's University Belfast achieves the vision set out in the Strategic Plan of the University and Faculty. The Head of School provides strategic leadership and management in teaching, research and partner engagement in ways that support the full diversity of its activities and its staff group.

Principal Duties and Responsibilities

1. Provide academic and strategic leadership and support in shaping and leading the future direction of the School, reflective of the priorities identified in the University Strategy.
2. Contribute as a member of Faculty Executive Board, ensuring that there is effective cross-School and Faculty collaboration in undergraduate, postgraduate and executive programmes; student experience, research and innovation; stakeholder engagement and internationalisation.
3. Develop, in collaboration with the Faculty PVC an ongoing strategic plan for the School, reflective of the priorities in the University's institutional strategy and oversee its implementation.
4. Provide academic leadership for development of the research and education portfolio of the School and related activities (e.g. impact), including engaged research with stakeholders and cross- and inter-disciplinary research with other Schools in AHSS and the University.
5. Contribute to the setting and monitoring of targets for the School and establishing benchmarks against comparator Universities.
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, personnel, health and safety, etc.
7. Be accountable for budgets allocated to the School through the budgetary framework.
8. Chair the School Management Board (SMB) and other appropriate School Committees.
9. Lead and maintain an environment of excellence which enables education and research to flourish and facilitates and encourages the development of all staff.
10. Enhance undergraduate, postgraduate and professional student recruitment from within and outside the region, across the UK, as well as internationally.
11. Enhance the student experience and address the challenges presented by the changing student market.
12. Oversee and encourage faculty development, actively promoting appropriate Equality, Diversity and Inclusion policies.
13. Be the accountable line manager of all staff within the School.
14. Manage the workload of academic staff to ensure that all staff can deliver, in the most effective way, the required contribution to the School's research, education, internationalisation and other objectives.
15. Ensure the maintenance of strong, positive working relationships with key external stakeholders who support the delivery of degree programmes through accreditation, commissioning and provision of work and placement opportunities.

16. Build and nurture new effective relationships, links and activities with external partners interested in the ideas and innovations being developed in the School.

The Person

1. The successful candidate must meet the relevant criteria for a chair appointment at Queen's University Belfast and be committed to playing a leadership role in the delivery of Strategy 2030.
2. A leader with credibility within the academic community and a proven track record of leading and delivering a strategic vision:
 - o Credibility within the academic community will be evidenced by an international academic standing in a discipline relevant to the School with a sustained high-quality publication record, levels of grant income appropriate to the discipline and PhD supervision.
 - o A proven track record of leading and delivering a strategic vision will be evidenced by quantifiable outcomes and clear evidence of measurable deliverables.
3. A proven track record of the successful management of financial and human resources in a relevant academic unit and risk management.
4. Demonstrable experience in, and a passion for, delivering high quality research and teaching, with experience of accountable performance management.
5. Demonstrable experience of successfully delivering initiatives - effectively overcoming resistance and barriers and managing a range of resources – e.g. budget, people and facilities.
6. Experience as an effective team builder and of successfully leading change in a relevant academic unit.
7. Advanced interpersonal and communication skills to build and maintain excellent internal and external relationships and ability to negotiate and influence others.
8. A strong advocate for higher education with the ability to build productive relationships locally, nationally and internationally.
9. An understanding of national policy frameworks such as the Quality Assurance Higher Education Review Process and Research Excellence Framework and how they impact University and School strategy and operation.
10. Integrity, creativity and personal resilience.
11. A commitment to equality of opportunity for students and staff and the development of Queen's as a pluralist institution.
12. A demonstrated commitment to quality of education, faculty support, and faculty development.
13. A demonstrated commitment to cross-disciplinary collaboration.
14. A vision for growth and enhancing the reputation of the school.