# University College London

# JOB DESCRIPTION

**Job Title:** Head of Department

# Faculty/Department: Department of XXX

Faculty XXX

# School:

# 

**Reports to:** Dean of Faculty

**Responsible for:** All staff and students within the Department

**Key Working Relationships**: Staff and students within the Department of X; Faculty Dean, Faculty Manager; School Finance Director; Faculty Tutor; Vice-Deans of Faculty; School-facing Business Partners within Professional Services (Finance, Human Resources, Research, Enterprise, Registry); peers across the Departments of the Faculty and UCL, external funding agencies and industrial and institutional partners.

**Summary of the Post:**

The Head of Department reports directly to the Dean of Faculty. In addition, in accordance with UCL Regulation for Management 11, the Head of Department is responsible to the Council of UCL, via the President and Provost, for the organisation and general conduct of the Department.

The main purpose of the role of Head of Department is:

1. To provide strategic leadership and management of the Department and contribute to the delivery of strategic objectives of the Department, Faculty and UCL.
2. To determine and implement the Department’s strategic operating plan.
3. As a member of the Dean’s Faculty Leadership Team, proactively contribute and lead on Faculty and UCL initiatives.
4. To be responsible for the implementation and general overview of processes within the Department to ensure the educational progress and welfare of students registered within the Department.

**Key responsibilities**

**Strategic Development and Planning**

* To advise and lead on academic matters (strategic developments, research initiatives and research funding bids, Research Excellence Framework (REF) submissions etc.
* To lead on the annual budgeting cycle and prepare budgetary submissions in consultation with the Departmental Manager and other senior colleagues and key faculty and School personnel.
* To proactively develop strategic alliances with other relevant organisations.
* To develop and maintain effective working relationships with key senior internal and external partners
* Working in partnership with the Dean and other senior colleagues with the highest level of knowledge and understanding of the department’s business.

**Leadership and Staff Management:**

* To participate in the strategic management of the Faculty as a member of the Dean’s Faculty Leadership Team.
* To be responsible for the effective management and performance of staff within the Department, in accordance with UCL’s behaviours framework – described at [www.ucl.ac.uk/hr/osd/core-behaviours/behaviours.php](http://www.ucl.ac.uk/hr/osd/core-behaviours/behaviours.php).
* To ensure the completion of appraisals for all staff within the Department and undertake the annual appraisals of direct line reports, in accordance with UCL’s performance management framework.
* To review and report annually on probationers’ progress and performance in respect of academic staff, and review the probationary service of non-academic staff, in accordance with UCL induction and probation procedures.
* Pro-actively identify academic talent, both internally and externally, in pursuit of the academic vision of both the Department and Faculty and ensure the retention of high performing staff.
* Advise the Dean of Faculty on Senior Academic Promotions.
* Participate in appointments to all academic positions within the Department.
* To participate in the strategic management of UCL as a member of the Provost’s Leadership Forum, attending termly meetings.
* To ensure that the committee structure and governance of the Department is aligned with that of the Faculty and UCL.
* To work closely with the Departmental Manager and Faculty Manager to develop, agree and maintain an appropriate professional and technical staffing structure within the Department.
* To work with academic and non-academic managers to ensure that all staff within the department are well managed and motivated and have opportunities for development.
* To ensure that staff and students are appropriately advised in order to ensure compliance with UCL policies and procedures affecting them.

**Equality and Diversity**

* Accountable for meeting departmental equality and diversity objectives and providing visible leadership on the delivery of an effective annual diversity action plan in accordance with the Faculty Action Plan.

**Finance / Resource Management**

* Working with the Dean of Faculty, the Head of Department is responsible for the overall planning and implementation of the Department’s budget and the achievement of agreed budgetary targets.
* Working with the Departmental Manager and School Finance Team, to set budgets, monitor in-year expenditure and communicate positions within the Department to ensure that annual financial performance targets are met.
* In consultation with the Dean of Faculty and in accordance with the Faculty’s Estates Plan, to lead on the development of business cases, for example the acquisition of new space, in conjunction with the Faculty Manager and UCL Business Partners.
* To manage the Department’s estate footprint in conjunction with the Departmental Manager.

**Communications**

* To establish appropriate channels of communication within the Department, promoting a common sense of purpose and collegiality.

**Education**

* To ensure that the Department continues to deliver a suite of academically excellent, viable and competitive degree programmes at all levels.
* To ensure that the Department provides an appropriate learning environment to fully optimise the student experience.
* To ensure appropriate levels of support in accordance with UCL and Faculty policies for the academic progression and welfare of students registered within the Department.

**Research**

* To champion research in the Department, fostering cross disciplinary research across the Department, Faculty and UCL
* In liaison with the Vice-Dean Research, to ensure that the Department’s academic vision is in line with the Faculty’s research strategy. To take the lead for research governance and the associated procedures.

**Enterprise and Knowledge Transfer**

* In liaison with the Vice-Dean Enterprise, to ensure provision of and support of CPD and Enterprise activities

**Safety and Environmental Sustainability**

* To demonstrate commitment to UCL’s published Health and Safety and Environmental Sustainability Policies by making, recording and ensuring the implementation of arrangements to meet the policies and UCL requirements.
* To ensure that the Departmental arrangements will be implemented to meet UCL requirements for Safety and Environmental Sustainability.
* Maintain an awareness and observation of Fire and Health and Safety Regulations.

**Other Duties**

* Promote good working practice throughout the Department and champion UCL management competences.
* Committee serving as required. Contribute to Faculty meetings, committees and working parties.
* Engage with the Development and Alumni Relations Office (DARO) to identify and pursue fundraising opportunities.
* Act as an ambassador for the Department and Faculty, both within the institution and with funders and other external stakeholders, seeking opportunities to enhance the business of the Department and the Faculty.
* Responsible for the maintenance of the business continuity of the Department and for working with UCL’s major incident team in the event of a major incident or emergency at UCL. This will require being contactable, if necessary, outside working hours.
* Any other duties commensurate with the grade, spirit and purpose of the post as requested the Dean of Faculty.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will actively promote UCL equalities and diversity policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

PERSON SPECIFICATION

**Job Title: Head of Department**

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|  | **Essential** | **Desirable** |
| **Qualifications, Knowledge & Experience**   * Educated to PHD Level * Knowledge of UK University Teaching, Research administration and funding * Demonstrable evidence of academic leadership and a proven ability to lead, develop and motivate colleagues to achieve departmental and faculty goals * Demonstrable experience of managing resources and risk effectively, including budgets, staff and estates, within the statutory and regulatory policies of the organisation * A successfully established international research and academic profile with an extensive track record of publications in high quality peer reviewed journals. * Track record of successful applications for external research grant funding * Leadership and management Training * Experience of leading or contributing to committees or working parties | E  E  E  E  E  E | D  D |
| **Skills and/or Abilities**   * Ability to demonstrate effective negotiation skills to work with and through others * Outstanding written and oral communication, interpersonal and negotiation, influencing and relationship building skills. An ability to adapt communication style to meet the needs of the audience and message. * Ability to contribute effectively to corporate strategy and to promote corporate values and objectives both internally and externally. | E  E  E |  |
| **Leadership & Management Competencies**   * A proven capacity to spot, create and seize opportunities for development. * Decisiveness and a results orientation, allied with an ability to encourage participation, responsibility and accountability. * The ability to delegate and evidence of working in successful teams. * A collegial and inclusive approach to management and a commitment to good internal and external communication. * Good planning skills allied to well-developed analytical and problem solving skills. * The ability to build positive relationships with colleagues, student representatives and (where appropriate professional bodies). * The ability to be persuasive, promoting a positive image of the Department and enhancing its representation. * Good listening, influencing and advocacy skills * A strong, clear vision for accelerating progress on equality and diversity. | E  E  E  E  E  E  E  E  E |  |
| **Other requirements**   * Commitment to UCL’s equality and diversity strategy and the ability to work harmoniously with colleagues and students of all cultures and background * A commitment to academic ideals in teaching, research, knowledge transfer and pastoral care. * Ability to exercise tact and discretion and display a professional attitude towards colleagues, students and others. * Promote UCL’s values and corporate objectives to colleagues and externally to UCL | E  E  E  E |  |