**Vacancy ref:**

<FACULTY>

JOB DESCRIPTION

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| **Title:** | Director of School |
| **Department:** |  |
| **Grade:** |  |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** | Faculty PVC |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The post of School Director is a senior management role within the University and a key role within the faculty. The person appointed will have overall responsibility for the operational management of the School of xxxxxx. Critically, the successful candidate will have an evidenced ability to provide leadership at a subject, school and faculty level.  You will report to the Pro Vice Chancellor (xxxx) and will be a member of the University Senior Directorate. |

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| **Academic Leadership** |
| * The ongoing development and management of the programme portfolio at undergraduate and postgraduate levels working with relevant Commissioners and driving forward growth and innovation. * Accountable for all activity related to professional bodies requirements ensuring compliance through leadership and operational management. * The enhancement of teaching quality and the promotion of innovative approaches to teaching and learning. * The overseeing, monitoring and implementation of the assessment processes within the school, in consultation with academic staff and in compliance with the University’s academic framework. * Leading the development of the research portfolio in the school modelling and supporting research active behaviour and supporting the research culture. * The promotion of high-quality research, scholarship and knowledge acquisition through practice, to ensure the vitality of the school’s activities, and the enhancement of external reputation. * The promotion of enterprise in the School and Faculty through appropriate income generation activities, including the knowledge-transfer and CPD agenda. * Ability to work with a range of external agencies, including funding organisations, and position the school appropriately within the international, national and regional contexts. * The promotion of internationalisation within the school across all of its activities. * To deliver a creative, flexible simulation strategy in the context of the new capital development with which to enhance the student experience and maximise placement capacity across a range of programmes. |
| **Management of Resources** |
| * The management of academic staffing resources allocated to the school and determined in consultation with the Faculty Pro Vice Chancellor. * The management of physical resources and equipment ensuring cost effectiveness, flexibility and integration of operation. * To ensure that timetabling is organised and implemented in a timely and effective manner in consultation with the University Timetabling Co-ordinator. * The management of budgets devolved to the School by the Pro Vice Chancellor, including operation of budget control, monitoring and planning within the faculty. |
| **Operational Management** |
| * Overall management of the school’s academic staff, including the operation of staff review, performance management and development schemes. * Ensuring that effective and efficient procedures are in place for marketing, recruitment (home and international), induction, timetabling, teaching and assessment relating to the School’s Academic Programmes and modules in line with overall Faculty and University requirements. * Chairing the School’s Management Team and ensuring that the school’s decision-making structures work effectively, within the context of the faculty and wider University. * Facilitating effective communication at all levels within the school and ensuring the communication of information between the School, Faculty and University. * Ensuring the effective operation of academic quality assurance procedures in the school, in partnership with the Faculty Registrar. * Applying within the School all agreed corporate policies and procedures in partnership with the Faculty Registrar and Head of Operations as appropriate. |
| **Enterprise, Income Generation and External Engagement** |
| * Identifying, promoting and delivering in line with corporate protocols, and the Universities values and ethical position, an increased and sustainable income from engagement in commercial enterprise relevant to the school’s vision. Typically this will include CPD programmes, collaborative research with business, the exploitation of intellectual property, consulting services, short courses and training to meet the needs of industry, commerce and economic regeneration. * To identify and grow development funding sources for the school in line with the University’s Strategic Framework. * The engagement in outreach activities of a largely not-for-profit nature that positions the school as a significant player within the local and regional communities. |
| **Strategic Planning** |
| * Contributing to the delivery of the University’s Strategic Framework in consultation with the school’s staff and the Pro Vice Chancellor. * Monitoring recruitment and levels of interest in course provision so that the portfolio remains relevant and attractive, and taking cognisance of the potential for international recruitment. * Promoting appropriate curriculum development at a range of levels from CPD and Foundation to postgraduate and research. * Set the strategic direction and spearhead the embedding and continued development of the culture of Research and Scholarship. |
| **Risk Management** |
| * Identifying risks/issues within the school and ensuring these are recorded and maintained in the faculty risk register. * To be proactive in managing risk for example reputational or in terms of the school’s financial position * Recognise the dynamic and volatile nature of the environment that the school works in. To work with senior colleagues from across the University to ensure that they are fully appraised on the work of the school and opportunities which they could exploit. |
| **University and External Role** |
| * Contributing to the development of academic policy in the University through appropriate fora, including the University Directorate and Faculty Management Team. * Representing the interests of the school and university externally as appropriate. * Aligning the school with external organisations and agencies to obtain maximum benefit for students, the school and university. * University duties such as chairing of panels and hearings, committee membership, etc. |
| **Academic Subject Input** |
| * Make a continued input into a relevant subject area within the school, whether by research, scholarship, teaching and/or enterprise activities. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research. * Attend and make a positive contribution to relevant school meetings. Lead, participate in and assist the work of committees, working parties and panels etc. * Set up, develop and sustain new relationships with client organisations, professional bodies or other universities/networks, provide consultancy/ professional advice to such bodies or act in the capacity of external examiner to other institutions. * Generate external recognition for self and school and participate in engagement activity such as community liaison. Contribute to the creation and/or development of social enterprise, cultural enrichment or outreach events beyond the Universities own initiatives. * Act as an ambassador for the University in all interactions with current and   prospective students, staff and visitors to the University, external partners, media  and general public.   * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Faculty PVC. * Commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU’s Environmental Management and Sustainability Policy and the Climate Change Action Plan. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Executive Leadership Team, are contained in Section 2 of the University’s Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder’s mandatory Environmental Management responsibilities are contained in Section 2 of the University’s Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

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| **Person Specification** | |
| The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant. | |
| **Essential Factors** | **Evidence** |
| PhD level or other equivalent qualification, or appropriate level of experience, as appropriate to discipline. | Application and interview |
| Ability to provide inspired academic leadership to a range of academic and non-academic colleagues | Application and interview |
| Commitment to a transparent and collegiate approach to leadership | Application and interview |
| Ability to lead a diverse group of highly qualified professional staff and to create an effective team | Application and interview |
| Ability to make a significant contribution to the Faculty Management Team and the University Directorate | Application and interview |
| Extensive knowledge and experience of working in, and with education commissioners, funding agencies and professional bodies | Application and interview |
| Experience of working on professional advisory bodies and/or agencies relevant to the school | Application and interview |
| Ability and experience to respond to the demands of the external education environment | Application and interview |
| Exceptional organisational and inter-personal skills in communication, negotiation and presentation – both within and without the University | Application, interview and presentation |
| Appropriate experience of working at a strategic and operational level within a Higher Education Institution | Application and interview |
| Experience of academic leadership at an appropriate level | Application and interview |
| Experience of leading interdisciplinary projects/teams which cross disciplinary boundaries | Application and interview |
| Active engagement with professional and academic bodies, and experience of building regional and international relationships and partnerships | Application and interview |
| Experience of working with external bodies at a national and international level | Application and interview |
| Experience in the teaching, development, review and delivery of HE courses and of ensuring and enhancing the quality of provision | Application and interview |
| Experience of developing a nationally and internationally relevant portfolio | Application and Interview |
| Ability to promote research and knowledge transfer in the school, awareness of national research agendas and of relevant Research Councils and Bodies | Application and interview |
| Experience of managing budgets effectively | Application and interview |
| Resilience and measure in managing challenges | Application and interview |
| Excellent time management skills | Application and interview |
| Motivation and enthusiasm | Application and interview |
| Ability to work under pressure and to tight deadlines | Application and interview |
| A commitment to the University’s Strategic Vision and Plan | Application and interview |
| Ability to lead by example and to promote the University’s mission statement and values | Application and interview |
| An understanding of and commitment to equal opportunities | Application and interview |
| Experience of academic leadership of a discipline relevant to the school | Application and Interview |

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| **Desirable Factors** | **Evidence** |
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| **Benefits of working with us** |
| **Annual leave:** allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays. |
| **Pension:** access to a generous defined benefit pension scheme. |
| **Travel:** various interest free travel loans for annual season tickets and cycle to work scheme. |
| **Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible. |
| **Health and wellbeing:** we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities. |
| **Professional development:** LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring. |
| **Community:** there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in our Diversity and Inclusion Staff Networks. There is also an opportunity to give to charities through the Payroll Giving scheme. |
| **‘More For You’ from Vivup:** in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services. |

