**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Subject Leader |
| **Department:** |  |
| **Grade:** | Grade 10 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** | Director of School |
| **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 appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| To provide leadership and line management to academic staff within a Subject Area with respect to all academic activities, including teaching, research and enterprise. |
| **Academic Leadership** |
| * + - Responsible for the academic development of the subject area, liaising with Programme Leaders to ensure subject provision is appropriate for the effective delivery of high quality undergraduate and postgraduate taught programmes.     - Ensuring the academic provision of the subject area is consistent with the current requirements of any relevant Professional Bodies.     - Enhancing teaching quality by ensuring effective and innovative approaches to teaching, learning and assessment are utilised by academic staff in the subject   area.   * + - Promoting a culture of high quality research and scholarship, within the subject   area, including improving participation and performance in the Research  Excellence Framework (REF).   * + - Promoting academically-related activities which develop and diversify external   income and collaborative activities.   * + - Maintaining and developing the relationships of the subject area with key stakeholders, and enhancing its external academic reputation. |
| **Operational Management** |
| Formal line management responsibilities for the academic staff in the subject area  including:   * Allocating duties to staff within the subject area to ensure academic objectives are met, while ensuring an equitable distribution in the overall workloads (including teaching, research, administration) of individual staff. * Identifying and advising the Director/Head of School and Executive Dean on future staffing needs. * An active role in the selection and recruitment of new academic staff. * Operation of staff appraisal and staff development schemes within the subject area. * Representation of subject area on the School Management Team. * Facilitating effective communication with the School and Faculty. * Ensuring the effective operation, and compliance with, all agreed Institutional,   Faculty and School policies and procedures within the subject area. |
| **Strategic Planning** |
| * Monitoring developments within the subject area to ensure all aspects of provision remain current and relevant. * Contributing, as appropriate to the development of strategy. |
| **University and External Role** |
| * Representing the subject area or School, on appropriate fora as determined   appropriate by the Director/Head of School and Dean.   * Representing the subject area on external fora, including Professional Bodies, as determined appropriate by the Director of School. |
| **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 Director of >. * A 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** |
| An honours degree or postgraduate degree in a related discipline. | *Application* |
| PhD level or other equivalent qualification, or appropriate level of experience, as appropriate to discipline. | *Application* |
| Ability to respond to the challenges of leading the strategic development of a portfolio of programmes | *Application and*  *interview* |
| Proven ability to effectively manage academic administration and operational issues at a subject-discipline level. | *Application and*  *interview* |
| Ability to bring a strategic approach to the role, taking account of the University’s Strategic Plan. | *Application and*  *interview* |
| Excellent understanding of the HE climate and ability to respond to challenges and opportunities for the discipline area in a local, national and international context. | *Application and*  *interview* |
| Experience of supporting innovation and delivering excellence in undergraduate and postgraduate teaching | *Application and*  *interview* |
| A commitment to enhancing the student experience and delivering initiatives that aid retention, student engagement and development of cohort identity | *Application and interview* |
| Excellent interpersonal and communication skills, with proven track record of team working and experience of line management. | *Application and*  *interview* |
| Proven ability to lead, influence and motivate others | *Application and*  *interview* |
| High level communication skills, and ability to work with diverse stakeholder groups. | *Application and*  *interview* |
| A strong research profile within the subject area. | *Application and*  *interview* |
| Evidence of ability to provide leadership in developing a research culture and profile for the next Research Excellence Framework exercise. | *Application and*  *interview* |
| Excellent operational skills for the effective and efficient deployment of staff, resources and teaching timetables | *Application and interview* |
| Ability to work flexibly and to adapt to changing demands and circumstances. | *Application and*  *interview* |
| Evidence of ability to work professionally and effectively under pressure to meet tight deadlines | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, and equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
| Experience of HE quality assurance and enhancement processes. | *Application and*  *interview* |
| Track record of managing budgets effectively | *Application and*  *interview* |
| Experience of generating additional income streams from external sources | *Application and interview* |
| Membership of a relevant professional or teaching body | *Application* |

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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. |

