

**UNIVERSITY OF DERBY**  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Head of Discipline – Biomedical and Forensic Sciences</b>		
<b>SCHOOL / COLLEGE</b>	<b>School of Human Sciences; College of Life and Natural Sciences</b>		
<b>LOCATION</b>	<b>Kedleston Road</b>		
<b>JOB NUMBER</b>	<b>0143-18</b>	<b>SALARY</b>	<b>Competitive Salary</b>
<b>REPORTS TO</b>	<b>Head of School of Human Sciences</b>		

**Role Summary**

The Head of Discipline(s) has responsibility for the overall success of the Discipline(s) and will work closely with the Head of School and others in the School Leadership Team, thereby contributing to the wider leadership of the College and University to ensure that corporate and strategic aims are met.

They will work pro-actively with the Head of School, the other Heads of Discipline and Course Director(s) and Head of the Human Sciences Research Centre as well as the wider College, and central units of the University to support and develop the work of staff, students and partners in the context of the University's values and behaviours.

They will have devolved responsibility from the Head of School for the line management of staff in the Discipline(s) and for maximising people potential and engagement across the full range of academic activities by providing strong leadership that is both supportive and challenging. They will work closely with the Course Director(s) and other colleagues to ensure teaching excellence and to maximise student success and experience.

They will maintain high standards of teaching, learning and assessment in all its forms and the development of scholarship and research in the Discipline area; they will lead by example through active engagement with teaching, research and scholarship.

In addition they will initiate and encourage activity in professional/ industrial engagement to enhance academic enterprise, undertaking sector horizon scanning and benchmarking performance against competitors and identifying other opportunities.

## **Principal Accountabilities**

### **Academic Development and Leadership**

1. Provide strong, inspiring and collaborative leadership, create a positive team spirit, maximise people potential and engagement across the Discipline area and wider University, so as to foster a vibrant and innovative academic community.
2. Enhance the full range of academic activities in the Discipline area, including teaching and learning, impactful research, professional development, academic enterprise and scholarly activity.
3. Undertake sector horizon scanning and benchmarking performance against competitors to enhance the strength and performance of the Discipline area.
4. Support and challenge staff to achieve excellent metrics and outcomes in TEF, REF, NSS, PRES and PTES and other key performance indicators.
5. Work closely with the Course Director to cultivate the academic development, review and teaching of course provision within the Discipline area.
6. Actively foster collaborative relationships with the College Registrar and other professional support service colleagues to ensure the needs of the College are being supported.
7. To lead teams and activities and work closely with the Course Director to ensure a challenging and supported student experience which inspires them to achieve academically and in their career to their highest potential.
8. Take the lead in ensuring the professional accreditation of programmes is achieved in the Discipline area where appropriate.
9. Ensure the commitment to and development of academic enterprise, collaborative partnerships, and consultancy and commercial activities and manage these within staff workloads.
10. Promote and embed the University's core values with specific emphasis on quality, employability, and social mobility.
11. Represent the Discipline area or School externally as necessary.
12. Actively contribute to the School Leadership Team to provide effective academic leadership.

### **Management**

13. Lead by example in ensuring staff work collegially in the College and engage with university-wide departments and activities to achieve College and University objectives.
14. Manage and support staff within the Discipline area with respect to academic workload planning, undertaking development and performance reviews, coaching and mentoring as required.
15. Utilise management information to monitor achievement of objectives, setting clear performance targets and addressing issues of underperformance in an objective and supportive manner when necessary.

16. Work proactively with the Head of School to ensure the effective planning and management of resources within an agreed budget and engage with College planning and budgeting.
17. Engage in UK and International student recruitment activities by, working effectively with recruitment & marketing colleagues and course leaders to develop the profile of the Discipline (s), including its promotion through marketing and the media.
18. Ensure all new staff in the Discipline area receive comprehensive and effective induction and support during their probationary period.
19. Manage staff in ways consistent with the University's core values and behaviours.
20. Ensure that staff in the Discipline area engage with staff development opportunities to gain and continuously enhance their skills and contribution, leading by example.

### **Quality Assurance and Governance**

21. Ensure compliance with institutional performance expectations within the HE sector, including regulatory requirement of e.g. the OFS, Designated Quality Body, Competition and Market Authority, and other Regulatory standards and agencies
22. Proactively support the Course Director and other colleagues to maintain and enhance quality assurance standards and the reputation for excellence in teaching of the Discipline area.
23. Proactively support the Course Director in portfolio and curriculum development/ review for the Discipline area, ensuring curriculum content and delivery is both academically excellent and inspiring, as well as sustainable in resource terms.
24. Actively participate in College and University Committees as appropriate.

### **External Profile**

25. Effectively develop external networks with other academics, employers, external agencies, key stakeholders, other providers and professional bodies as appropriate.
26. Continually enhance and develop the external profile and academic ranking of the Discipline area.

### **Research**

27. Work with the Head of Human Sciences Research Centres to assure delivery of research objectives, targets and outputs within agreed workloads
28. Maintain own research and scholarship, where possible delivering outcomes that contribute to REF

### **Additional duties**

29. Undertaking, as reasonably required by the Head of School, Deputy Dean or PVC Dean any other duties to ensure the effective operation of the School and College, or for your own personal development
30. Engage with staff development opportunities to enhance own knowledge and capability.

## **Essential Criteria**

### **Qualifications**

- Hold PhD in subject area relevant to the School and Discipline.
- Evidence of continuing professional development.
- Fellow of the Higher Education Academy.

### **Experience**

- Leadership experience within an academic context
- Significant teaching experience in HE
- A comprehensive understanding of external HE sector and current issues
- A strong commitment to the institutional mission and strategic objectives
- Current personal scholarship and research in a relevant field of endeavour.
- Extensive curriculum development experience in a relevant area
- Substantial experience of quality systems and quality assurance

### **Skills, knowledge and abilities**

- Understand the importance of setting and meeting stretching targets and objectives relating to organisational aims and goals
- Demonstrable skills in academic leadership and management with proven ability to deliver through people
- Strong business / commercial acumen and the ability to manage budgets and interpret financial information
- Ability to develop impactful research profile and external academic enterprise activities for self and others
- Proven ability to foster effective communication and collaborative working within a School
- A commitment to demonstrate and promote the University core values
- Flexible and adaptable, demonstrating good time management/planning skills and commitment to meeting deadlines

### **Business requirements**

- Contribute to the wider leadership of the School and College
- Ability to travel abroad for business
- Availability to work when necessary at weekends and during the evenings to attend Open Days and other University activities in other external activities.

## Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>