UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE  Head of Discipline - Electronics and Maths

DEPARTMENT / COLLEGE  Electronics, Computing and Maths – College of Engineering and Technology

LOCATION  Markeaton Street, Derby, DE22 3AW

JOB NUMBER  0417-19  SALARY  Competitive salary

REPORTS TO  Head of School

Role Summary

- To contribute to the development and success of the School and College by working closely with colleagues to ensure that corporate and strategic aims are met. The post holder will also have overall responsibility for the line management of specific staff in the discipline area of Electronics and Maths.

- To ensure that all programmes and modules in the Discipline area deliver inspiring teaching, learning and assessment, resulting in excellent student experience.

- To ensure high standards of impact through research, scholarship and external engagement by staff in the Discipline area; leading by example and playing a pivotal role in the development of high profile, lasting research and consultancy relationships / projects.

- To ensure that innovation is encouraged and supported, through sector-leading, flexible and dynamic delivery methods and curricula wherever feasible.

- To work enthusiastically with the Head of School and the management team to support and develop the work of staff, students and partners in the context of the University’s values and behaviours.

- To ensure that the appropriate professional accreditation of programmes are achieved and/or maintained.

- To undertake cross-College and University duties, and to represent the School/College within the University and in the broader community, when required.
Principal Accountabilities

Leadership and Development

1. Provide inspiring and collaborative leadership to create a positive team spirit, maximising people potential and engagement across the Discipline area.

2. Actively assist in ensuring the School’s provision meets the highest quality standards and is sustainable through innovative methods of learning, teaching and assessment.

3. Contribute to the development and achievement of School and College strategies, leading in specific areas as agreed.

4. Ensure that programmes are inspiring and high quality, and attract students in line with agreed targets.

5. Engage actively with the academic development, review and teaching of programmes and modules within the Discipline area.

6. Enhance research and scholarship that underpins the programmes and activities of the School.

7. Encourage external engagement and income generating activities to achieve a positive contribution to the School’s development and provision, leading by example.

8. Ensure appropriate professional accreditation of programmes is achieved and maintained in the Discipline area as appropriate.

9. Promote and embed the University’s core values with specific emphasis on quality and opportunity.

10. Represent the School as appropriate, providing effective cover for the Head of School, and on occasion other senior colleagues, during absence.

11. Lead programme developments to achieve University and School objectives using management information.

12. Undertake any other duties commensurate with the post at the request of the Head of School or Dean of College.

Management

1. Effective academic leadership of a Discipline and related programmes, development of impactful scholarship and research, and the implementation of learning, teaching and assessment strategies.

2. Oversee the development, delivery and management of programmes in the area in line with agreed performance expectations.

3. Manage, develop and support staff within the Discipline area, including oversight of academic workload planning, undertaking development and performance reviews, coaching and mentoring as required.

4. Effective planning and resourcing of all activities within the Discipline area, within an agreed budget in order to achieve an excellent student experience for all students.

5. Address any issues of underperformance in an objective and supportive manner when necessary.
6. Assist with the effective management of resources within an agreed budget and to define & meet quality targets.

7. Ensure all new staff in the Discipline area receive comprehensive and effective induction and support during their probationary period.

8. Take an active role in the School’s Management Group and the College’s Management Team.

9. Engage in cross School, College and University activities as required.

10. Manage staff consistent with the University’s core values and behaviours.

11. Engage with staff development opportunities to enhance own knowledge and capability.

**Academic & Personal**

1. Undertake teaching, personal research and scholarly activity, and external activities, as agreed with the Head of School and at a level commensurate with Reader / Associate Professorial standing.

2. Work effectively with colleagues to enhance the reputation for excellence in teaching and research of the Discipline area and School.

3. Enhancing external networks with other academics, employers, external agencies, key stakeholders, other providers and professional bodies as appropriate.

4. Effectively working with Programme leaders and Recruitment and Marketing colleagues, to develop the profile of the Discipline area and School, including its promotion through marketing and the media.

5. Helping develop the profile of the School both internally within the University, and externally.

6. Undertake by agreement with the Head of School other responsibilities, including projects, that are required to ensure the effective operation of the School and/or for the personal development of the post-holder.
## Person Specification

### Essential Criteria

**Qualifications**

- A good Honours or higher degree or equivalent in an appropriate discipline area.
- PhD or equivalence accepted in a relevant subject area for example by publication or through appropriate professional achievement.
- Evidence of continuing professional development.
- Fellowship status with the Higher Education Academy (HEA) or a willingness to achieve within twelve months of appointment.

**Experience**

- Significant HE teaching experience in a relevant area and a good understanding of current issues in the UK HE sector.
- Extensive curriculum development experience in a relevant area.
- Experience of successful interdisciplinary curriculum development.
- Application of quality systems and quality assurance.
- Research track record and commercial experience commensurate to a Reader / Associate Professor.
- Experience of undertaking successful bids for external funding.
- Experience of setting and achieving targets for academic programmes.

**Skills, knowledge and Abilities**

- Highly regarded academic and people leader with a proven ability to deliver through people
- Demonstrable ability to operate at Reader / Associate Professorial level
- Ability to work to, and an understanding of, the importance of setting stretching targets and objectives relating to the organisational aims and goals
- Ability to lead a team within an academic context
- Proven skills in leadership and management
- Proven ability to communicate highly effectively at all levels
- Strong business skills / commercial acumen and the ability to manage budgets & interpret financial information
- Flexible and adaptable, demonstrating good time management/planning skills and a commitment to meeting deadlines
- Ability to develop research profile and/or external commercial activities resulting in high quality, internationally excellent research / income outputs that will contribute to the next REF

**Business Requirements**

- Flexible and adaptable, willing to challenge and change the orthodoxy
- Self-confident and resilient with well-developed influencing and persuasion skills
- A commitment to live and promote the University core values
- Enhanced negotiation skills
- Excellent customer service ethos
- Inspirational and innovative
- Highly collaborative
- Delivers and encourages continuous improvement
- Ability to travel abroad for business
• Ability to work weekends and evenings to support University activities

**Desirable Criteria**

**Qualifications**

• Fellowship or membership of an appropriate professional institution
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<td>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.</td>
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<td>For more information on the benefits of working at the University of Derby go to</td>
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