



JOB DESCRIPTION AND PERSON SPECIFICATION	
JOB TITLE	Head of Department
REPORTING LINE	Academic Director – Operations (ADO)
SUMMARY OF RESPONSIBILITIES	<p>The fundamental role of the Head of an Academic Department is to provide strong academic leadership.</p> <p>The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by the ADO, and by colleagues from within the Department, Faculty, and Professional Services. All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty.</p>
KEY INTERNAL CONTACTS	<ul style="list-style-type: none"> • Principal • Academic Director (Operations) • Academic Delivery Team • Education Office • Professional Staff
KEY EXTERNAL CONTACTS	<ul style="list-style-type: none"> • Students • External Examiners • Employability contacts
SPECIFIC AREAS OF RESPONSIBILITY	<p>1. Leadership and Management</p> <p>1.1 Setting and advancing the academic strategy of the Department in line with ARUL and the wider university’s strategic plans</p> <p>1.2 Functional responsibility for specific agreed crosscutting activities.</p> <p>1.3 Development and sustainment of appropriate structures for management, decision-making and communication with staff and students.</p> <p>1.4 Appointing appropriate staff to meet resourcing needs. 1.5 Promoting and representing ARUL both internally, externally and the within the wider university.</p> <p>2. Students</p> <p>2.1 Provision of the best possible student experience through:</p> <ul style="list-style-type: none"> • admission, instruction, progress and assessment ; • pastoral assistance, and • adherence to the regulations and Codes of Practise of ARUL and of Senate <p>2.2 Ensuring that courses and modules engage students in a dynamic, interactive and stimulating learning environment through the management of both academic delivery and assessment.</p> <p>3. Knowledge Transfer</p> <p>3.1 Creating and exploiting new opportunities for knowledge transfer activity and embedding appropriately into teaching practise.</p>

	<p>3.2. Contributing to ARUL and the University-wide initiatives.</p> <p>4. People Management</p> <p>4.1 Ensuring that ARUL’s HR policies and procedures are implemented.</p> <p>4.2 Ensuring that staff performance is managed appropriately and that fair workload allocation processes are in place.</p> <p>4.3 Ensuring all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.</p> <p>4.4 Engendering and fostering a culture of excellence, cooperation and respect both within and beyond the department.</p> <p>4.5 Making effective use of all staffing resources and seeking out opportunities for collaboration and joint working with others beyond the department.</p> <p>4.6 Ensuring students are included as appropriate in the various decision making within the department.</p> <p>4.7 Ensuring a safe and healthy environment for both staff and students.</p> <p>5. Quality Assurance</p> <p>5.1 Ensuring all activities are carried out to the highest possible standards and the necessary evaluation and monitoring procedures are in place to ensure both compliance and improvement: such procedures will include evaluation of teaching, assessment production, assessment moderation and marking, management of resources, and completion of module reports.</p> <p>5.2 Maintaining compliance with auditing, quality assurance and risk management procedures both internal and external.</p> <p>6. Continual Academic Development</p> <p>6.1 Giving due consideration to ways of retaining connections with teaching and relevant industries at both undergraduate and postgraduate levels.</p> <p>6.2 Giving due consideration to the status of the Head of a Department as a role model for other members of staff in the pursuit of academic excellence.</p> <p>6.3 To ensure all academic staff have access to the necessary support to enable them to contribute fully and develop their skills and experience</p>
<p>OTHER AREAS OF RESPONSIBILITY</p>	<ul style="list-style-type: none"> • To support students through their university experience as a Personal Development Tutor (PDT). • Deliver lectures and tutorials in line with the prepared module plan, with reference to module documentation and module contact hours, when necessary • Evaluate and mark student submissions, both formative and summative, when necessary • Carry out administrative tasks related to the department. • Utilise and promote the LRC to maximise both academics and student wider reading and learning. • Actively promote and champion Kortext. • Participate in Welcome Week as required, including preparation and delivery. • Undertake appropriate professional development activities and provide evidence of scholarly activity, when needed. • Attend graduation ceremonies. • Participate in academic admissions interviews as required.

	<ul style="list-style-type: none"> • Participate in employability sessions as required. • Any other activities reasonably required by the Head of the ADO or Principal
KEY PERFORMANCE INDICATORS	<ul style="list-style-type: none"> • NSS outcomes • Module metrics: these include, but are not limited to; pass rates, average marks, student attendance, student satisfaction rates • Quality standards • Developmental initiatives
EDUCATIONAL REQUIREMENTS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Degree and/or appropriate professional qualifications <p>DESIRABLE</p> <ul style="list-style-type: none"> • Master's degree or equivalent in an appropriate subject field • Fellow of HE Academy •
EXPERIENCE REQUIREMENTS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Experience in delivering education, training or staff development. • Successful and significant experience in leadership and management <p>DESIRABLE</p> <ul style="list-style-type: none"> • Participation in quality assurance procedures • Module management • External examining and assessment experience •
KNOWLEDGE/SKILLS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent leadership and management skills (including excellent time management skills) and the ability to manage these within competing demands • Excellent analytical skills • Ability to initiate innovative and engaging teaching and learning activities • Ability to plan ahead and meet deadlines, sometimes under pressure • Ability to understand and apply organisation regulations • To support students through a pastoral or advisory role • Good general IT and administrative skills • The capability to work both independently and as part of a team to achieve both your goals and the aims of your departments. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Ability to contribute to curriculum development and QA requirements • Ability to support junior colleagues

OTHER

- Willingness to travel between ARU buildings/locations
- Commitment to equality and diversity
- Commitment to comply with Health and Safety regulations and ARUL Policies and Procedures
- Commitment to comply with Data Protections Act 2018 and GDPR principles/requirements