

Job Description & Person Specification	
Post title: Head of Department (FE)	Post No: 012093
School or Department: ARES	Date created: 06/02/2023
Grade: Academic Head of Department	Hours per week: 37
Fixed term end date (if applicable):	
Other requirements of the role:	
Immediate line manager: Dean of School	
Title & Grade of posts line managed by postholder: Principal Lecturers, Associate Professors (if delegated by the Dean), Professors (if delegated by the Dean), Other academic/admin/technical staff as designated	

Job purpose:

- Provide strategic direction, academic and discipline/subject leadership and line management of staff within the academic Department, with accountability for delivery of the Department's agreed outputs and overall performance.
- Responsible for the academic performance and motivation of departmental staff to achieve the highest standards in student support, student experience, teaching and development of industry skills.
- Contribute to the strategic and operational management of the School, with a clear remit for the implementation of NTU and School strategic plans and specific objectives within the Department which align with the Key Performance Indicators of NTU.
- Be an active and engaged member of the School's leadership team, working closely with colleagues within the School and across the University to ensure the alignment of learning and teaching, student support, safeguarding, employability and other key agendas inline with the FE landscape.
- Responsible for the continued development, growth, and financial sustainability of the Department's and School's portfolio.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

A) Principal Duties

1. To develop and build a national profile for the School and its subjects, keeping abreast with government changes and furthering growth, whilst enhancing the quality of provision and developing the student academic experience.
2. Work in conjunction with the Deputy Dean, Quality Manager, Employability Team and other colleagues within the School and across the University to ensure the delivery of strategic initiatives with respect to teaching, learning and the student experience.

3. To promote innovations in educational pedagogy and proactively support the development of staff within the Department, including through the Trent Institute for Learning and Teaching and the implementation of NTU's Learning and Teaching Development Policy and Quality Improvement Plan.
4. Lead the Lecturers and Course Teams to develop the student academic experience for the Department. To include, but not limited to:
 - a. effective course design and curriculum development;
 - b. adherence to quality management processes and regulations;
 - c. enhancement of student satisfaction and utilising findings from student feedback.
 - d. provision of appropriate student support;
 - e. improvement in retention, attainment and employability;
 - f. enhancement of student representation; and
 - g. effective marketing to prospective students.
5. Lead the annual SASR, or equivalent, of FE and play a key leadership role in relations to OfSTED.
6. Be a point of contact for escalated student affairs issues and academic appeals.
7. To develop and sustain appropriate structures for management, consultation, decision-making and communication with academic and professional staff and students.
8. Work closely with the Dean and Deputy Dean to identify, create, develop and exploit new opportunities in order to secure additional income streams and new areas of teaching or commercial activities. Keeping abreast of FE funding and meeting the local and regional employment needs.
9. Proactively scan sector trends and competitor offerings, drawing upon recruitment, application and retention rates and other relevant sources to assess opportunities and risks for the Department. Refresh and develop new programmes in order to attract new students and markets.
10. Work with the School Executive and contribute to the determination, agreement and delivery of delegated budgets for; staff, revenue, staff development and travel, 3rd stream income and commercial.
11. Responsible for effective resource forecasting, planning and management for the Department, ensuring adherence to financial regulations and other operating procedures. To include management of: departmental budget, resource, estate and physical resources/equipment.
12. Responsible for staff planning activity, including: succession planning, recruitment and selection, induction and probation, management of staff attendance, and overseeing the appraisal process to ensure objective setting is aligned to departmental/School plans.
13. Accountable for effective workload planning and timetabling across the Department. Oversee any staff to whom specific duties are delegated, to ensure the teaching portfolio is well planned and executed as well as equitable and transparent workloads which deliver Department and School operational plans.
14. Contribute to a high performance culture across the School, including motivation, performance management and professional development of direct reports. Proactively coach and mentor staff within the Department who hold line management responsibility and support them in the discharge of their duties, including any improving performance cases, absence management and any other people management issues.
15. To lead and manage change effectively within the Department.

16. To promote a culture of inclusivity, in which individuals are respected and valued in line with University policies and ensuring all statutory obligations are met.

17. Contribute to the leadership and delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies and comply with relevant duties to safe guard under 18 learners.

18. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.

19. To maintain own academic standing and authority through teaching and scholarly activities. Develop and maintain an external profile. Engage with national and international debates, such as with Landex and professional institutes, practitioner societies and governmental committees.

20. To represent the Dean, School and NTU on relevant internal and external committees, networks and working groups, including relevant industry bodies. Linking stakeholders to explore opportunities and development of skills.

21. Where appropriate, lead on designated cross-School and/or cross-University activity and initiatives.

22. Work with relevant local/combined authorities to meet the needs of students requiring learning support and securing additional funding.

Please note that this Job Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the Dean of School and in discussion with the post holder. Some of the above responsibilities may be delegated appropriately within the department, with reporting lines back to the Head of Department

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	Highly developed knowledge of approaches to teaching and learning, and trends in the land based disciplines relevant to the School of Animal, Rural and Environmental Sciences. Record of scholarship in a relevant discipline. Understanding of the FE teaching and learning context within which the School is operating. An understanding of public policy relating to teaching in the Further Education sector in the UK.	
Skills	Strong evidence of leading, managing and developing staff. Excellent leadership, communication, presentation and influencing skills with the presence to engage and empower staff and students. Excellent planning and organisation skills, with the ability to identify, prioritise and respond to issues with flexible and effective solutions. Evidence of contributing effectively to the strategic planning and staff/resource management processes. Ability to manage and be accountable for budgets. Ability to analyse, interpret and present complex data and information. Ability to respond to the external environment and to lead organisational and cultural change. Ability to operate effectively in an open, accountable and complex environment. Resilient, able to work under pressure and to tight deadlines.	A flexible and innovative approach to developments in teaching and learning. Project management. Coaching skills

	Ability to build the capability and credibility of the Department	
Experience	Experience of working at a strategic and operational level within a FE institution. Strong leadership and management in an education environment including performance management against agreed targets. Proven track record of leading activity to improve the outputs of learning and teaching and enhance the student experience. Track record of supporting commercial delivery and income generation within at least one area of the School's interest. Experience of designing and developing delivery of new provision such as BTecs and T-Levels.	Experience of working at a strategic and operational level within a HE institution that also provides FE or FE transition support. Extensive experience of quality management: delivery, assessment and development of FE academic programmes. Experience of course accreditation by professional and/or statutory regulatory bodies. Experience of contribution to national policy development within FE (e.g. around learning and teaching). Experience of working with stakeholders and/or business in supporting placements and/or developing skilled employers
Qualifications	An appropriately strong combination of academic qualifications and/or relevant professional standing in a subject area represented in the School. Evidence of continuing professional development and maintaining currency of own teaching and/or industry practice. Relevant professional qualifications.	Membership of and active engagement in the activities of an appropriate professional body and/or relevant national or international networks.

Competencies

Essential Competencies

Leading and Coaching (Level 4)

Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communicating and Influencing (Level 4)

Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. Incorporates wider political factors into influencing strategy.

Organisation and Delivery (Level 4)

Adopts a long term view and plans resources accordingly. Develops local strategy in support of the University's Strategic Plan and develops resourcing models to underpin implementation.

Making Informed Decisions (Level 4)

Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.

Customer Focus (Level 4)

Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.

Entrepreneurial and Commercial Focus (Level 3)

Spots and progresses business opportunities and opportunities for collaborative working externally and internally.

Creativity and Innovation (Level 3)

Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery.

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Prof Dawn Scott
