

### JOB DESCRIPTION

<b>Job Title:</b>	Head of Department - Business & Enterprise
<b>Department:</b>	Department of Business and Enterprise – The Business School
<b>Contract:</b>	Permanent, Full-time
<b>Salary:</b>	£60,770 per annum
<b>Report To:</b>	Executive Dean
<b>Job Purpose:</b>	<p>The post-holder will be responsible for working with the Executive Dean and Deputy Deans to implement the School's strategy in the department.</p> <p>They will work with the Deputy Deans to ensure that the curriculum is engaging and industry-focused; that teaching is of a very high quality; and that students have a positive and productive experience at UCB.</p> <p>They will also take responsibility for all operational planning in the department, ensuring there is adequate staffing, efficient use of resources, and excellent enhancement and enrichment opportunities for students.</p>
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Take responsibility for the overall performance of the department; utilising staff and appropriate processes and procedures working in collaboration with other academic and professional services teams in the University.</li> <li>2. Monitor KPIs relevant to the role's portfolio, interrogating internal and external data sets, and acting quickly to drive improvements in performance where necessary.</li> <li>3. Line manage relevant members of teaching staff, working within established HR procedures to recruit staff, monitor performance, coordinate work plans and ensure staff undertake appropriate professional development.</li> <li>4. Take ownership for the academic elements of the student journey from induction to graduation for students in your department, ensuring that they have the best possible experience.</li> <li>5. Collaborate with colleagues across UCB, and particularly with the Heads of Department across the Schools, to maintain a consistent approach to matters of mutual interest, whilst</li> </ol>

For office use only:

Approved by:	RG	Date:	28/02
--------------	----	-------	-------

	<p>tailoring practice to the School's needs where necessary.</p> <ol style="list-style-type: none"> <li>6. Actively review the curriculum in your department, creating curriculum development plans in conjunction with the relevant Deputy Dean, and seeing new programmes through to delivery.</li> <li>7. Undertaking operational planning for the department, including resource allocation, timetabling and placement and work experience planning.</li> <li>8. With the relevant Deputy Dean, designing enrichment and enhancement opportunities for students in your department, collaborating with internal and external partners to maximise the benefit to UCB.</li> <li>9. Maintain an overview of the quality of teaching and learning in the department, and with the relevant Deputy Deans, implement plans to monitor and enhance quality, aligned to regulatory requirements.</li> <li>10. Lead on external validations and accreditations, maintaining a strong understanding of relevant processes, and play an active role in quality assessments, including ensuring Ofsted readiness.</li> <li>11. Take an active involvement in teaching and supervision of students, maintaining a moderate teaching timetable in order to ensure a thorough understanding of current teaching practice.</li> <li>12. Contribute to the strategic direction of the wider University through active participation in University groups and forums and leadership of specific projects and initiatives.</li> <li>13. Work collaboratively with a diverse range of students, establishing a strong working relationships with students and the UCB Student Guild, and involving students in the co-creation of resources and initiatives wherever possible.</li> <li>14. Alongside the relevant Deputy Dean, design and implement exciting and innovative recruitment activity including open days, school outreach and social media activity.</li> <li>15. Play a full part in the School's management team, contributing to areas outside of your immediate remit, and supporting other senior colleagues where appropriate.</li> <li>16. Undertake any other duties for which you have had the necessary training, as requested by the School Leadership</li> </ol>
--	--

For office use only:

Approved by:	RG/CH	Date:	01/03/22
--------------	-------	-------	----------

	<p>Team.</p> <p>17. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>18. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>19. Any other duties commensurate with the nature and grade of the post.</p>
--	--

For office use only:

Approved by:	RG	Date:	28/02
--------------	----	-------	-------

**PERSON SPECIFICATION**

<b>Post:</b>	Head of Department - Business & Enterprise	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of academic management in Higher Education.	X
2	Experience of teaching in Higher Education, in an area relevant to the department's curriculum.	
3	Track Proven record of contributing to innovative curriculum developments, ideally across applied and vocational subject areas.	X
4	Experience of working collaboratively with students, and of developing systems to ensure their voice are heard.	
5	Experience of developing enhancement activities for student experience.	
<b>Skills &amp; Abilities:</b>		
6	Highly developed leadership skills, with the ability to motivate and inspire others to deliver challenging goals.	X
7	Ability to represent the organisational brand internally and externally and acting as a role model of our UCB values; with the aptitude to gain credibility with internal and external partners.	
8	Excellent critical thinking skills with an ability to understand the external landscape and strategies in order to produce operational plans.	
9	Excellent written and oral communication skills, with the ability to write comprehensive and strategic reports, strong planning and administrative skills.	
10	Data analysis skills, with the ability to manipulate data to monitor progress against KPIs, assessing risks and identifying improvements.	
<b>Education &amp; Qualifications:</b>		
11	Postgraduate degree or substantial equivalent professional experience within an area pertinent to the department.	X
12	Recognised teaching qualification.	
13		
14		
15		
<b>Training &amp; Professional Development:</b>		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18	(Senior) Fellowship of the Higher Education Academy or the ability to gain within 6 months of appointment.	
19		
20		

For office use only:

Approved by:	RG/CH	Date:	01/03/22
--------------	-------	-------	----------

<b>Other:</b>		
21	Flexible approach to work, including the requirement to undertake some work during evenings and weekends.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Evidence of a strong commitment to equality and diversity, and an appreciation of the diverse cultural context of UCB.	
24	Demonstrated understanding of: <ul style="list-style-type: none"> <li>• The requirements of Ofsted and QAA</li> <li>• The potential of digital technology in academic delivery</li> </ul>	
25		

For office use only:

Approved by:	RG	Date:	28/02
--------------	----	-------	-------