ROLE DESCRIPTION: Deputy Head of Department

Date: 15 July 2022

Main purpose of job	The DHoD deputises for the Head of Department as agreed with the relevant Deputy Pro-Vice Chancellor and the Head of Department. The Deputy Head of Department supports the Head of Department to provide clear and effective leadership to the Department, promoting a sense of collegiality, ambition, inclusion and a vibrant culture, encouraging productivity, promoting interdisciplinarity and ensuring the Department contributes to the delivery of the Faculty's agreed business plan. They report to the Head and will have line management and operational responsibility for a group of members of the department.
Reporting to	Head of Department
Responsible for (people)	Operational responsibility for: Relevant departmental staff as designated by the Head.
Main duties and accountabilities	
1	Supports the Head to provide clear and effective leadership to the Department and plays a full role in the executive functions of the Department, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence.
2	Provides support and academic leadership for Subjects (where applicable) and other departmental staff as designated by the Head, developing, and implementing agreed plans for the development of the functions in their remit, in fulfilment of the University's vision and strategy as well as Faculty goals.
3	Responsible for the effective line management of groups of departmental staff as designated by the Head, ensuring that the priorities set out in Department strategies and plans are implemented well and that development needs and support are addressed pro-actively including via the PDR process. This will include satisfactory career progression and creation of a healthy and effective workplace culture.
4.	To provide effective induction to assigned academics in the discipline, including supporting new lecturers during the Professional Development Programme (PDP).
5.	Manage the development and performance of assigned academic staff, including: -Conducting performance and development reviews (PDR) working closely with the Head and Departmental Thematic 'Directors of' to ensure appropriate targets are set and meaningful and timely feedback is given. - These should be supportive and developmental, while also identifying performance concerns, acknowledging these directly with the member of staff, and seeking assistance from the Head of Department to resolve them, if needed.

6.	Promoting effective development, and support for academic staff at all career stages
7.	Working within the framework determined by the University and Faculty, responsible for management of any departmental budgets and resources delegated by the Head.
8.	Support the Head in ensuring that (i) communication within the department is managed well, and it is honest, genuine, accurate and informative, (ii) academics in the Department are managed effectively, (iii) supportive and responsive probation arrangements are in place for new academic staff, (iv) recruitment, probation, appraisal and promotion procedures for academic staff are proactively managed, and (v) that change is anticipated, initiated and managed with clarity, vision and commitment to staff wellbeing and inclusion.
9.	Champion the University's values of discovery, respect, excellence, inclusion and community for their department, ensuring that values are visibly taken forward and embedded, promoting a sense of collegiality, ambition and drive, encouraging productivity and creativity
10.	Create a supportive and compassionate environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity, prioritises well-being and is underpinned by effective systems and procedures that are implemented, actively managed and monitored within the Departments.
11.	Actively role model the University's expected leadership values and behaviours, represent the Department (regionally, nationally and globally) as appropriate to enhance our external profile and generate benefits for the University as a whole.
12.	Ensure effective communication and collaboration within the Department to ensure joined up working, identify opportunities, maximise benefits and achieve goals
13.	Report on delivery against targets as required.
Key liaisons	Membership of relevant Department committees/boards and other working groups within Faculty and across faculties/university to promote interdisciplinarity and to support university-wide strategic objectives.
Learning and development requirements and opportunities	Additional academic management skills modules as required via personalised development plan in annual reviews/PDR Academic Leader Development Programme
Person specification (essential and desirable)	DHoD role must be Associate Professor or Professor from any academic job family. Experience in an academic leadership role, with a good understanding of the vision for education and research and the ability to engage others in that vision Ability to think creatively and the willingness to suggest new and creative approaches to problems Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally

	A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity
	Ability to prioritise and delegate appropriately, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork
	Good understanding of the importance of delivering results through effectively managing people, finances, and other resources to achieve these
	Demonstrable experience of contributing to the development of a supportive and compassionate environment for staff; sound leadership ability and understanding of matrix relationships; commitment to the effective development of colleagues and provision of support and mentoring for academic staff at all career stages
	Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour
	Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the University as appropriate
Term of office	3 years with review and option to extend for further 2 years subject to satisfactory review (usually ending on 31 July) .
Recognition	Time allocation for leadership responsibilities to be agreed on appointment
Date last reviewed/approved by	15 July 2022. Director of Human Resources