

Functions of senior academic leaders with line management responsibility

Staff who are nominated to be senior academic leaders (ie with line management responsibilities) will have the following duties:

- Creating a supportive and compassionate environment for staff 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.
- Effective line management of groups of departmental academic staff as allocated 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.
- They ensure the workload allocation for academic staff is consistent with Faculty guidelines and is manageable and equitable.
- Supporting the Head in ensuring:
 - supportive and responsive induction and probation arrangements are in place for new academic staff;
 - recruitment, probation, appraisal and promotion procedures for academic staff are proactively managed;
 - support and address performance and wellbeing matters
 - change is anticipated, initiated and managed with clarity, vision and with commitment to staff wellbeing and inclusion.
 - Promoting effective development, and support for academic staff at all career stages
- 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.

Senior academic leaders will normally be Associate Professors or Professors. However, in some contexts or in relation to particular line management groups, Senior Lecturers with experience in the Department may be considered.