

# Job Description & Person Specification

Academic and Research roles

## JOB DESCRIPTION

<b>Job title</b>	Head of Subject Area
<b>School/Department</b>	London Campus
<b>Division (if applicable)</b>	n/a
<b>Programme (if applicable)</b>	n/a
<b>Location</b>	London
<b>Reporting to</b>	Dean of London Campus
<b>UWS grade</b>	SS1
<b>FTE</b>	1

### Job summary

Provide academic leadership and operational management of programmes and staff within the Subject Area(s) on the London Campus, integrating and contributing to the development of high-quality education, research, knowledge exchange and external engagement activities on behalf of the relevant School(s), for the successful delivery of the university strategy. Reporting to the Dean of Campus and matrix working with relevant Heads of Division and School colleagues.

### People & finance responsibilities

<b>People</b>	<p>Leadership and operational management of academic staff within the designated Subject Area(s), on behalf of the relevant School(s) including work allocation and performance management, mentoring, training and development to ensure high levels of compliance and professional behaviours.</p> <p>Includes matrix working with UWS Schools to ensure alignment between Campus and School activities.</p>
<b>Finance</b>	<p>As a member of the London Campus leadership team, contribute to the planning, monitoring, and effective management of the staffing and other resources of the designated Subject Area(s), ensuring alignment between London Campus and School activities to maximise income through impactful teaching and learning, research, knowledge exchange, consultancy, CPD and other innovation activities.</p>

### Key activities

1. Plan, manage and lead academic activity and quality in teaching, research, knowledge exchange, internationalisation and external engagement.
2. Make a strong personal contribution to a collaborative leadership approach, creating a high-quality performance culture.
3. Acting on behalf of the relevant School(s), managing staff within the designated Subject Area, including workload allocation, performance management and advising on succession planning.
4. Lead on different work streams (such as EDI, Decolonising the curriculum etc.) aligned with Schools, to enhance student experience.
5. Work closely with the Dean of campus to develop fit-for-purpose solutions which are tailored to the London campus needs.
6. Work closely with relevant stakeholders to ensure the entry requirements are up-to-date and identify the needs of admitted students to ensure their progression.
7. Work closely with the School(s) and contribute to the development of teaching and learning plans for the designated Subject Area including curriculum and course design, and the development of innovative approaches to teaching, learning and assessment that are appropriate to the international student community on the London Campus.
8. Ensure enrolment and induction approaches for Campus students are contemporary and appropriate for the international student community – leading on-campus activities to ensure an outstanding student experience.
9. Oversee and work closely with the School(s) and relevant stakeholders to develop curricular needs that contribute to the campus' international reach.
10. Develop initiatives that enhance teaching quality and the learning environment and lead on enhancement in student retention, progression, attainment and satisfaction.
11. Contribute to the development of co-curricular activities such as volunteering, enterprise initiatives and student employability support.
12. Produce reports, as required, on Subject Area performance.
13. Develop and promote the internal and external profile of the Subject Area(s), building and engaging with external networks and relevant stakeholders, locally, nationally and internationally including business communities, local colleges, funding agencies and potential employers, in alignment with the relevant School(s) as appropriate.
14. Advise the Dean of Campus and relevant School colleagues on teaching and learning, research and knowledge exchange, consultancy and continuing professional development.
15. Work effectively with professional services to ensure integration of academic and supporting administrative activities.
16. Support staff to enhance and apply their professional capabilities.
17. Teach and maintain an appropriate teaching load within relevant subject area.
18. Conduct research in relevant academic areas, in agreement with the Dean of Campus.
19. Such other duties as may be reasonably required by the Dean of Campus.

## Job scope

<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Within the broad remit, the post-holder works autonomously in delivering the objectives of the role.</li> <li>• Responsible for the leading and delivery of the designated Subject Area(s) activities that contribute to the achievement of the Campus and School(s) operational plan.</li> <li>• Ensure effective collaboration within the designated Subject Area(s).</li> </ul>
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<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Lead on the development of high-quality approaches to teaching and learning that are appropriate to the international student community on the London Campus.</li> </ul>
<b>Working relationships – Liaison and Networking</b>	<ul style="list-style-type: none"> <li>• Work effectively with UWS Schools to ensure integration and alignment of UWS London Campus academic activities with those of UWS Schools</li> <li>• Foster excellent working relationships with relevant Heads of Division, the wider university and research community, other universities and external stakeholders to deliver the London Campus’s plan and university strategy.</li> <li>• Develop and promote the internal and external profile of the Subject Area, building and engaging with external networks, locally, nationally and internationally including business communities, local colleges, funding agencies and potential employers in alignment with the relevant School(s) as appropriate.</li> <li>• Work effectively with professional services to ensure integration of academic and supporting administrative activities.</li> </ul>
<b>Working relationships – Communication</b>	<ul style="list-style-type: none"> <li>• Foster a collegial environment and create shared understanding of the University’s strategic goals and the London Campus’s operational targets through compelling, inclusive and accessible communication within the designated subject Area(s).</li> <li>• Handle internal communications to communicate deadlines developments and initiatives to academic staff and students within the designated Subject area in a timely and effective manner.</li> </ul>
<b>Working relationships – Teamwork</b>	<ul style="list-style-type: none"> <li>• Be a key member of the London Campus’s leadership team, effectively contributing to its operation.</li> <li>• Oversee and work closely with School(s) to develop curricular that contributes to the campus’ international reach, developing the capacity necessary to promote the subject area.</li> </ul>
<b>Working relationships – Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Maintain an environment where students and staff can thrive, with a strong emphasis on providing pastoral care and retaining overall responsibility for the pastoral welfare of students.</li> </ul>
<b>Working relationships – Managing People</b>	<ul style="list-style-type: none"> <li>• Acting on behalf of the relevant School(s), operationally manage staff within the designated Subject Area(s), including staffing, workload allocation and performance management, staff training and development.</li> <li>• Maximise staff engagement in relation to the delivery of the Campus’s plan with specific focus on the designated Subject Area’s activities, engaging staff in continuous professional personal/ career development.</li> </ul>

# PERSON SPECIFICATION

## Qualifications

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>QE1</b>	PhD or equivalent professional qualification in a relevant discipline	A
	<b>QE2</b>	Academic qualifications and experience, ideally in one of the cognate areas of the Subject Area's activity	A, I
	<b>QE3</b>	Evidence of Continuous Professional Development	A,I
	<b>QE4</b>	Fellowship of Advance HE	A
<b>Desirable</b>	<b>QD1</b>	Membership of relevant professional body/bodies	A

## Experience

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>EE1</b> <b>EE2</b>	<ul style="list-style-type: none"> <li>• A successful record of academic leadership and management in a University or other relevant context, successfully integrating high quality education, research, knowledge exchange and engagement.</li> <li>• Experience and knowledge of academic quality assurance and quality enhancement systems.</li> <li>• Experience of inclusive curriculum development that demonstrate equality good practice.</li> <li>• Experience of developing innovative means of subject delivery.</li> <li>• Experience of managing academic change.</li> <li>• Published research in an area represented by the University's research strategy.</li> <li>• Experience of planning and management of research and/ or scholarly activity.</li> <li>• Active involvement in relevant subject networks/professional organisations.</li> <li>• Experience of effective planning, organising and problem solving</li> </ul>	
	<b>Desirable</b>	<b>ED1</b> <b>ED2</b>	

## Skills

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>SE1</b> <b>SE2</b>	<ul style="list-style-type: none"> <li>• Effective leadership skills, with an inclusive approach</li> </ul>	
<b>Desirable</b>	<b>SD1</b> <b>SD2</b>		

## Knowledge

<b>Evidence</b>
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			A = Application I = Interview
<b>Essential</b>	<b>KE1 KE2</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective budget management desirable.</li> <li>• A sound understanding of the higher education landscape, and of national and international trends and opportunities.</li> <li>• Substantial knowledge of the market and subject challenges faced by the Subject Area.</li> <li>• Knowledge of relevant subject networks and professional organisations.</li> <li>• Specialist knowledge and experience of teaching in at least one of the cognate areas covered by the Subject Area, with a willingness to work across disciplines.</li> </ul>	
<b>Desirable</b>	<b>KD1 KD2</b>		

## Behaviours

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>BE1 BE2</b>	<ul style="list-style-type: none"> <li>• Strong team working / collaboration skills.</li> <li>• A creative thinker who is approachable and has a high level of personal integrity.</li> <li>• A person with an inclusive approach to leadership, empowering others to succeed. Excellent communication skills, including the ability to use advocacy and negotiating skills to effect change.</li> <li>• The ability, agility and resilience necessary to deal with demanding workloads and deadlines.</li> </ul>	
<b>Desirable</b>	<b>BD1 BD2</b>		

Created/Updated (mm/yy):