Senior Management  
Job description

**Post Title:** Deputy Head of Department  
**Grade:** J  
**Faculty/Service:** Faculty of Business and Law  
**Accountable to:** Head of Department  
**Accountable for:** Associate Head of Department’s  
**Post no:** R00350

**Job purpose**

The Deputy Head of Department is a key contributor to the leadership and management of the department and the fulfilment of the department strategy. Working with the Head of Department, the role holder has responsibility for translating the department’s strategic objectives into operational plans for a particular portfolio to deliver on key department performance objectives.

They will support the Head of Department in providing outstanding leadership and take on agreed areas of responsibility in advancing the department’s academic provision, enhancing quality, and student and staff experiences.

They will develop and promote the profile of the department internally, and at national and international levels, and be an active member of the department executive contributing to the strategic and operational management of the department.

In order to maintain a high academic standing and currency, role holders will typically develop their career in at least two of the following core domains where the majority of activities will be undertaken:

1. Learning and teaching  
2. Research and scholarship  
3. Knowledge exchange, business and public engagement and innovation  
4. Management with academic practice

In addition, all post holders will be expected to undertake leadership and service to the University in its broadest sense in support of their colleagues, their core domains, subject area, department, faculty and university as a whole.

**Main responsibilities and duties**

1. **Academic Leadership**
   - Working with the Head of Department, take an active lead in shaping and communicating the vision and strategic direction of the department within context of the faculty and university priorities, with the aim of achieving of highest possible standards in learning and teaching, research, knowledge exchange and external engagement.
   - Lead the delivery of the department plan within area of responsibility, ensuring alignment to the faculty and department’s key performance indicators and employing effective systems for planning, managing and monitoring progress against targets.
• Lead the strategic development of the department’s teaching portfolio, ensuring viability, attractiveness, competitiveness and academic credibility; maximising opportunities for industry and external engagement, professional and practice alignment, and cross and interdisciplinary working within the faculty and university

• Foster a culture of continuous enhancement by leading the development of new ideas and innovation within the portfolio area, keeping abreast of latest developments and undertaking external benchmarking activities to inform the design and delivery of innovative learning and learning for all students.

• Lead and support colleagues to promote a national and international profile for the department, building and nurturing networks and collaborative working with key stakeholders across industry, commerce, public sector and the higher education.

• Directly support the Head of Department in managing the department and the effective deployment of allocated resources including staffing, budgets, facilities and information technology; assist in determining the future planning requirements of the department.

• Make a significant and outstanding contribution to the department’s teaching and research demonstrating excellence and innovation as a teacher.

2. People Management
• Lead, inspire and motivate people in the department to achieve high performance and excellence, ensuring effective contribution to the overall success of the department and faculty; with specific line management responsibilities for designated direct reports.

• Attract and develop outstanding people, identifying opportunities for leadership and professional development and advancement in order to build and maximise potential and talent.

3. Project Management
• Contribute and lead strategic projects and initiatives in the department, working closely with the department executive team and other designated leads including chairing relevant working parties and committees.

4. Communications
• Directly support the Head of Department in leading the regular and effective flow of communications at all levels within the department, ensuring that strategic priorities and targets are shared and consulting stakeholders to make informed decisions.

5. Executive functions
• Be an active member of the department executive and contribute to the development and implementation of the department’s strategy, business planning, operational management and income generation.

• Support the Head of Department in ensuring compliance with academic quality and legal requirements, and with university’s policies and procedures, including those relating to risk assessment, equality and diversity, health and safety and sustainability.

6. Representation
• Represent and promote the department, on internal and external bodies, committees and boards at local, regional and international events.
# Person specification

## Qualifications/Professional membership

<table>
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<tr>
<th>Essential Qualifications</th>
<th>Evidenced</th>
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<tbody>
<tr>
<td>• A degree in a relevant subject and appropriate postgraduate/professional qualification.</td>
<td>Application Form</td>
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<td>• Achievement or working towards the criteria for Senior Fellow within the UK professional Standards Framework.</td>
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## Desirable Qualifications

| • PhD in a relevant discipline | Application Form |
| • A recognised teaching qualification. |

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<th>Essential Experience / Knowledge and Skills</th>
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<td>• Experience of successfully leading a large team in an operation / organisation of comparable size and complexity.</td>
<td>Application Form and Interview Presentation Group Discussion Personality and Ability Tests</td>
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<td>• Substantial record of academic achievement and credibility built through teaching, knowledge exchange and/or research excellence.</td>
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<td>• Experience in strategy development and planning, with ability to understand and translate the strategic direction of the department into deliverable plans aligned to key performance indicators.</td>
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<td>• Demonstrated ability to build and sustain performance excellence to achieve high levels of commitment and staff satisfaction in their work.</td>
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<td>• Evidence of leadership excellence and people management skills and experience (as outlined in Leadership Behaviours below).</td>
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<td>• Extensive experience in fostering meaningful relationships and effective partnership working internally and with external organisations and professional bodies.</td>
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<td>• Excellent communication skills, including the ability to use advocacy, influencing and negotiating skills to effect change.</td>
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<td>• An understanding of the disciplines within the department, and a sound knowledge of national and global developments in Higher Education, external markets and environments.</td>
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<td>• An understanding of new and innovative approaches to learning and teaching, including IT applications.</td>
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<td>• An enthusiasm and commitment to the University’s values, aims and objectives.</td>
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## Desirable Experience / Skills and Knowledge

| • Experience and skills of effective project management. | Application Form and Interview |
| • Experience of budgeting, forecasting and management of financial and other resources. |
| • Evidence of current research activity within a relevant discipline. (could be essential depending on area of academic leadership/portfolio). |
Leadership Behaviours

All senior managers are expected to demonstrate the following leadership behaviours and candidates will be assessed against them during the selection process.

1. **Leads authentically**
   Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential.

2. **Leads change**
   Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximises future opportunities and possibilities.

3. **Builds trust**
   Builds a shared purpose and trusts team members to achieve objectives. Uses clear unambiguous language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

4. **Thinks and acts strategically**
   Understands the context and environment in which UWE operates and how UWE’s performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based a clear set of values. Develops effective networks and partnerships both internally and externally. Actively refers to the 2020 strategy and contributes to the student experience.

5. **Personally effective**
   Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

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**Special conditions**

NA

**Health and Safety/Risks**

This post has been identified with the following risks: (activities, hazards or exposures)

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