



## Job Description

<b>Post/Job Title:</b>	<b>Head of Department – Social Science &amp; Social Work</b>
<b>Ref:</b>	<b>HSS445</b>
<b>Faculty:</b>	<b>Health and Social Sciences</b>
<b>Department:</b>	<b>Social Science &amp; Social Work</b>
<b>Location:</b>	<b>Lansdowne Campus</b>
<b>Normal hours per week:</b>	<b>Full time</b>
<b>Grade:</b>	<b>10</b>
<b>Duration:</b>	<b>The post holder is appointed to an established contract of employment. The Head of Department post is initially available for a five year period, although by mutual agreement, this may be extended by three years to eight years in total</b>
<b>Accountable to:</b>	<b>Executive Dean</b>
<b>Special Conditions:</b>	<b>For the right candidate appointment as Professor may be available subject to meeting the BU Professorial criteria.</b>

### Background

Head of Department roles provide a distinct career path for experienced and successful academics who wish to advance their academic excellence in a chosen specialist subject through high quality output, and who can make a significant personal and team leadership contribution to the developing reputation of their academic group or centre of excellence in line with the University's academic strategic objectives. Successful candidates will be expected to maintain a balanced workload.

### Job Purpose

- To lead a departmental team in the fusion of high quality education, research and professional practice in order to provide an excellent student and stakeholder experience.
- To fuse education, research and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience through leadership of an academic group/team and portfolio area.
- To engage the academic team in research and professional practice activities, that support and inform the teaching and delivery of units to support students' learning on major programmes across the Faculty; this may be achieved by:
  - Undertaking new research and disseminating/ co-creating findings to and with students and the wider community.
  - Engaging with industry, business and the professions to ensure that teaching resources are up-to-date and contribute to the employability of our students.
- To help shape the development and advancement of the Faculty's Education & Student Experience Plan, informed by the Departmental Plan, in the relevant area of specialism, through leadership of an academic group/team and portfolio area.
- To help shape the development and advancement of the Faculty's Delivery Plan, informed by the Departmental Plan, in the relevant area of specialism, through leadership of an academic group/team and portfolio area.

- To help shape the development and advancement of professional practice in the relevant area of specialism, through leadership of an academic group/team and portfolio area.

## **Main Responsibilities**

### Fusion and Values

- To fuse academic group/team and portfolio area education, research and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience.
- To demonstrate established evidence of leadership of Fusion within an academic group/team and portfolio area and through the mentorship of others.
- To contribute to Fusion through living the Bournemouth University values and applying these values in the leadership of others.

To balance the responsibilities defined below under Education, Research and Professional Practice with leadership of a department and portfolio area.

### Education

- To drive the strategic development and/or delivery of a range of major programmes in the Faculty or other priorities relating to education to ensure educational excellence.
- To demonstrate a sustained contribution within own discipline, to an enhanced student experience through educational enhancement activity.
- To demonstrate a sustained contribution to curriculum innovation and use educational technology actively and effectively.
- To demonstrate a sustained contribution to education within own discipline of both internal and external academic citizenship activities.

### Research

- To possess a sustained body of published work and/or artefacts relevant to own discipline both in terms of type and volume which is gaining international recognition.
- To demonstrate a sustained track record, relevant to discipline norms, of external RKE funding bids for travel, research, consumables, staff costs and/or studentships.
- To demonstrate a sustained track record of supervision of post-graduate research students.
- To demonstrate a sustained and externally recognized contribution to research within own discipline through both internal and external academic citizenship activities through leadership of a department and portfolio area.

### Professional Practice

- To demonstrate a sustained contribution to professional practice in own discipline at a national/international level.
- To demonstrate a sustained contribution to professional practice in own discipline through engagement and thought leadership with business, industry and professional and governmental bodies at a national/international level.
- To disseminate research, education and professional practice findings to business, industry, professional and governmental bodies, schools and colleges and the general public at a regional/national level.
- To demonstrate a sustained contribution to the organisation of professional practice activity within Bournemouth University through leadership of an academic team/group and portfolio area.
- 

### General responsibilities

- To work effectively with the Dean and Deputy Deans as part of the Faculty Executive.
- To act as an ambassador for BU both across the University and externally
- To demonstrate an enhanced student and external stakeholder experience through quality assurance and quality enhancement.
- To take responsibility for Department financial planning and management and resource planning requirements and contribute to Faculty financial planning and management and resource planning requirements.

### Other in relation to main responsibilities above

- Maintain personal and professional development in line with agreed appraisal and development programme to enhance knowledge and contribution to relevant activities.

**Information Governance Responsibilities**

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

NB: The post holder must at all times carry out their responsibilities with due regard to the University’s Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the University’s Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner.

**June 2023**



**Person Specification**

Job Title: Head of Department – Social Science & Social Work	Post No: HSS445
Faculty: Health and Social Sciences	Date: June 2023
<b>SELECTION CRITERIA</b>	<b>Essential/Desirable</b>
<b>Knowledge (including experience &amp; qualifications)</b>	
Expertise in subject area – a relevant doctorate or equivalent is the normal expectation	E
Successful track record of academic leadership and management at a senior level in an HE environment	E
A record of successful bidding for research and/ or enterprise funding and of peer reviewed outputs	E

External peer recognition (for example, professional activities, conference organisation, editorships, fellowships, board membership, excellence in KTP project delivery)	E
Contribution to high quality education in appropriate subject area informed by research evidence	E
Experience and evidence of strategy implementation, successful management of change and maximising performance as a result within Higher Education Sector	D
<b>Skills</b>	
Proven ability to lead and develop academic staff	E
Proven ability to contribute to forward development and strategy	E
Highly developed interpersonal and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.	E
Demonstrable ability to lead and motivate staff and teams, providing mentorship and coaching as required	E
Demonstrable ability to manage complex change and engage staff through this process	E
Evidence of having taken a key role in the development and delivery of high quality academic programmes	D
Professional registration where appropriate	E
<b>Attributes</b>	
Adaptable and able to manage conflicting requirements whilst focussing on key priorities	E
Willingness to contribute to strategic development	E
Commitment to promoting and achieving the University's strategic targets and objectives	E
Strong commitment to a student experience of the highest standard	E
Demonstrable ability to manage a range of activities	E
Motivated to achieve the requirements of the role	E
Highly effective leader and manager	E