

Note: This job description does not form part of your contract but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any changes to this job description before implementation.

1. JOB TITLE: Assistant Head of School, Creative Technology and Design

2. REPORTS TO: Head of School

3. GRADE: Level 2

4. PURPOSE: The Assistant Head of School will support the Head to provide academic leadership and delivery of the School's strategic plan through the effective performance management of staff. The Assistant Head of School will undertake responsibilities to assure and enhance the quality of its teaching and research, to plan, develop and enhance the performance of its staffing and financial resources, and oversee the day to day management of staff carrying out its academic operations. The Assistant Head of School is responsible for the practical support for planning and resource allocation to deliver University planning and performance targets.

5. PRINCIPAL ACCOUNTABILITIES:

- 5.1 To provide effective line management and leadership for staff as delegated by the Head of School. To ensure the consistent provision of feedback, guidance and staff development, the monitoring of performance against clear and equitable standards and University policies. To ensure that staff are suitably qualified to work within their own area and that work is allocated consistently using the University's Workload Allocation Model and tools. To actively resolve performance concerns and any areas of conflict to improve standards of performance and ensure that colleagues engage with University agendas and provide accurate and timely information, as required by Professional Service departments and the School's administrative and student processes and systems.
- 5.2 To assist with the management of quality assurance of courses, modules and other educational programmes in line with university, professional and other relevant standards and regulations, and to assist with the continuous development of programmes, learning materials and staff to improve performance and quality overall.
- 5.3 To support the Head to develop and implement strategy in respect of learning, teaching and quality for both undergraduate, professional and postgraduate courses and programmes in the UK and internationally. To work with the Head of School and members of the School Executive Group to contribute effectively to the strategic planning and academic development of the School by contributing to school business plans, and working with the relevant areas of professional services to identify potential areas of growth for the school.

- 5.4 To assist with the formulation and manage the implementation of an annual operating plan for the School in respect of learning, teaching and quality for undergraduate, professional and postgraduate programmes, covering fees, recruitment targets, and financial performance, to monitor, manage and report on progress against agreed Key Performance Indicators and targets.
- 5.5 To lead the design of new courses and programmes and to enhance the development of teaching, research and consultancy across the School's undergraduate and professional and postgraduate portfolio, to ensure a quality provision as well as a sustainable strong financial footing for the College.
- 5.6 To promote opportunities for effective generation of enterprise (i.e. non-HEFCE income) through short courses, external research income, consultancy and so forth as consistent with University standards, policies and strategy.
- 5.7 To report on delivery and management of progress against annual targets and goals, and provide support for identifying and resolving barriers to delivery.
- 5.8 To assist where appropriate with the maintenance and development of effective relationships with professional bodies and University governance requirements.
- 5.9 To maintain excellence in their own profile in teaching and research by representing and promoting the discipline externally through collaborations, partnerships, conferences, and professional bodies, in the UK and internationally
- 5.10 To assist the Head to ensure adherence to agreed University and professional body requirements for all academic programmes developed and delivered by members of the School, the maintenance of professional standards in teaching, research and consultancy work, and the maintenance of effective relationships with existing and potential students.
- 5.11 To carry out any other University, College and School responsibilities as may reasonably be required by the Head of School from time to time.

6. Context

The Assistant Head of School is a management and leadership role requiring a commitment to, and thorough understanding of, the main academic disciplines within the School. The Assistant Head of School will assist the Head with the management of staff and other resources to ensure the quality and effectiveness of the School and its strategic development and performance enhancement to achieve the University's and the School's strategic goals.

Within the School's strategic framework the Assistant Head of School will assist the Head to manage key academic processes and workload allocation to members of staff.

The Assistant Head will also assist with maintaining relationships with professional bodies, external examiners and other client groups external to the University.

A core part of the Assistant Head's role is the delivery of the School Plan and operating this on a daily basis. The University operates a devolved management structure and each College is responsible for the development and implementation of business and strategic plans to ensure that its income exceeds its expenditure by an appropriate margin. The Assistant Head of School has responsibility to work with the Head and other key role-

holders, to plan, deliver, monitor and report on operational activities against School and College business plans.

7. School Specific responsibilities

The post-holder will also work closely with the Head of School, the School Executive Group and senior role holders to develop School policies and strategies relating to learning and teaching quality and effectiveness, research and international developments, enterprise and knowledge exchange, as well as the development of School infrastructure. The postholder will have the opportunity to lead and contribute to institution-wide initiatives.

They will act as subject lead for our Creative Technology & Design area, providing leadership across Graphic Design, Illustration, Games Art, Interactive design, XR and design and Virtual production.

8. Person Specification

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
PhD or an equivalent level of knowledge, supported by evidence, which demonstrates you are a recognised expert with an authoritative understanding of your specialised field or discipline. You will have gained this knowledge through very broad and extensive experience, having built on a sound understanding of concepts and principles, through your wide and significant exposure to complex practices and precedents, within either industry, consultancy or private practice.	E	
An expectation of prior attainment of HEA Fellowship or a willingness to undertake and to engage with the University's PRESTige scheme for the appropriate category within an agreed timeframe	E	
Senior HEA Fellowship		D
You will have proven experience and evidence of achievement of:-		
An established academic and professional reputation, including a strong research record or professional practice in an area within the subjects covered by the relevant Faculty	E	
Extensive proven experience in teaching <u>or</u> Extensive proven experience in relevant professional activity	E	
Extensive proven experience in scholarship, research or knowledge transfer	E	
Research and teaching experience within subject specialism with a proven record of achievement in the chosen field reflected in an established UK and international reputation.	E	
Significant experience of academic administration, such as course and module leadership, quality assurance, marketing and curriculum development.	E	
Experience of development and management	E	

<p>of effective quality assurance procedures, including active involvement in committees and working groups.</p> <p>Proven ability to devise and advise on and manage learning and research programmes.</p> <p>Extensive experience and demonstrated success in developing methods, coaching and management skills.</p> <p>A good understanding of business planning, resource management, and of the issues affecting HE.</p> <p>Experience of course and curriculum development and the development and introduction of improved methods of teaching and learning.</p> <p>Experience of management of staff and staffing budgets, including the effective handling of appraisal/performance reviews and staff development activities.</p> <p>Experience of development of continuing professional development and knowledge transfer programmes in collaboration with business partners, industry and professional bodies, preferably including some international experience.</p> <p>Experience of developing business plans, budgets and project plans and successfully managing resources within them.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Attributes and Skills</p> <p>High level analytical and administrative capability.</p> <p>Skills in counselling and motivating students and colleagues at all levels.</p> <p>Proven ability to lead academic processes, for example; course design, development, validation and review, assessment exercises, examinations, student recruitment and Quality Audits.</p> <p>Ability to manage, assess and organise resources.</p> <p>Proven ability to effectively manage assets and budgets allocated as part of the role and</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

management resources.		
Proven ability to lead broader management processes, for example business and programme planning and departmental strategic planning.	E	
Skills in leading, managing and motivating staff.	E	
Experience of supporting change by championing the vision and supporting the people involved. Planning and putting in place the necessary resources and supporting systems, including monitoring and communications.	E	
Ability to take ownership and control and exercise leadership; initiating action and taking responsibility.	E	
Ability to set ambitious but realistic goals and to provide direction, inspiring others and take responsibility for contributing to and delivering results to achieve the University's vision/goals.	E	
IT skills minimum requirements: Word, Excel, Powerpoint (i.e. Microsoft package): plus Email, intranet and Blackboard	E	