

## Head of Subject: roles and responsibilities

The Head of Subject will support the Dean of School by providing leadership to staff delivering the vision and ambitions for the subject. The Head of Subject will have strategic responsibility to lead across research, learning & teaching, enterprise and professional practice activities to ensure the school is working towards the key performance indicators (KPIs) detailed in Strategy 2020 and the school plan. The Head of Subject will be accountable to the Dean of School and as part of the School Leadership Team (SLT) responsible for the following:

### Areas of responsibility

- Provides academic leadership for the development of the subject within and outside the University.
- Support school planning process and develop subject KPIs
- Responsible for ensuring that the subject meets the KPIs that have been devolved from school level
- Ensure that programmes (and modules) reflect changes in the external environment and are aligned to current thinking in the subject.
- Accountable for the performance of programmes hosted by the subject ensuring that outcomes meet the agreed KPIs. Promote the subject externally by developing external links with leading academics, policy makers, service providers, professional bodies, employers and other HEIs to build national and international reputation and profile.
- Stimulate the development of research and scholarship within the subject
- Support the development of a stimulating, creative and collegiate environment in which the subject can prosper and develop leading edge capability
- Ensure there is effective mentoring and support available across all four pathways i.e. research; learning and teaching; enterprise; and professional practice.
- Ensure there are mechanisms for succession planning and capacity building within the subject.
- Contribute to the operation of the school and university through participation in and chairing of school and university committees

## Requirements

- Heads of Subject will be Grade 7 or above and will be expected to have met the academic criteria for Associate Professor/Professor or be working towards achieving them
- Demonstrate excellent influencing skills
- Have credibility with academics at all levels in the subject area.
- Demonstrate and role model the values of the University

## Other information about the role

- The role should take a maximum of 20% of the role holder's time
- Responsibilities should be delegated to other members of the subject to support succession planning and to allow the role to be performed in the time allocation
- The role will be rotated every 3– 5 years
- The role should be seen as a prestigious appointment and should provide ample opportunity for incumbents to demonstrate the academic leadership criteria for Associate Professor and Professor.