

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Head of School of Social and Political Sciences				
DEPARTMENT	College of Social Science				
LOCATION	Brayford Campus, Lincoln				
JOB NUMBER	CSS298	GRADE	SMG	DATE	November 2018
REPORTS TO	PVC/Head of College of Social Science				

CONTEXT

The University of Lincoln is a forward thinking ambitious institution and has established a reputation as one of the most dynamic young universities in the country. Situated in the heart of a beautiful cathedral city, it has achieved international renown for the quality of its teaching and research. The university is ranked 22 overall in the 2019 Guardian University Guide and in the Times Higher Education 'list of lists' Lincoln is ranked 30 in the UK.

The School of Social and Political Science is one of six schools in the College of Social Science. The others schools are Education, Law, Health & Social Care, Psychology and Sports & Exercise Science. The School has grown rapidly in the past two years and houses strong undergraduate programmes in Criminology, Sociology, and Politics, as well as International Relations and Social Policy. In the most recent NSS Sociology was ranked No. 1 (out of 94) HEI for overall satisfaction. Postgraduate programmes are also developing with the start this year of a new MA in Criminology and Criminal Justice run jointly with the Lincoln Law School. The School has approximately 40 staff, and a current SSR of 20:1. There is a healthy research profile in the School, and strong links with parliament in England and Scotland; two of the current five UK Parliamentary Academic Fellowships are held within the School.

JOB PURPOSE

The Head of the School of Social and Political Sciences is required to lead the development of the School into a new and exciting phase in its development. The Head will be responsible for overseeing and refreshing the School's portfolio of programmes, and ensuring teaching excellence and an innovation and support a positive student experience in line with expectations for TEF and Lincoln's commitment to student engagement. The Head will work to maintain and grow the Schools' academic and research partnerships, coordinating and facilitating research and income generation activities up to and beyond the REF, and actively promoting strategies to enhance the impact of research carried out within the School. They will be expected to enhance visibility and presence regionally, nationally and internationally.

The Head will not only provide leadership within the School but will also play an active role in the strategic management of the College, as a member of the College Management Team, helping to ensure that the College of Social Science significant contribution to the attainment of the University's strategic goals and ambition to be a top 40 institution by 2020.

KEY RESPONSIBILITIES

Strategic Leadership
<ul style="list-style-type: none"> • Provide strategic leadership of the School, taking responsibility for setting and advancing its strategic direction, in collaboration with the Head of the College of Social Science and senior academic colleagues. Develop and regularly review strategic plans. • Develop the research culture of the School, enhancing interdisciplinary collaboration across the School, College and University. Build on the current research strengths to establish a strong stream of internationally-competitive research outputs, grow external research income including from prestigious sources, grow PhD registrations. • Develop and focus School staffing and other resources to achieve identified goals including meeting both teaching and research targets. • Strategic development and enhancement of the School's taught portfolio, including leading and directing curriculum developments, and leading on pedagogical development including delivery methods and assessment strategy. Attain excellent quality indicators, including: external accreditation, high student satisfaction ratings, employability indicators and completion rates. • Develop and lead a marketing and recruitment plan to achieve targets; oversee the admissions process and recruitment of students, including setting intake tariffs and monitoring retention rates. • Enhance the international reputation of the School. • Act as the public voice for the School within the University and externally.
Academic Leadership
<ul style="list-style-type: none"> • Lead on the development of external income generation, including: external research income, consultancy and other "third stream" activity, and non-HEFCE funded educational activities. • Contribute to research in an appropriate subject area, including research publications and external research income generation. • Mentor School colleagues on the development of their academic activities and expand mentoring practice within the academic team. • Develop international and taught postgraduate student recruitment to degree programmes offered by the School, develop international partnerships and maximize the recruitment opportunities provided by these. • Contribute to teaching in an appropriate subject area.
People Leadership and Management
<ul style="list-style-type: none"> • Represent the School within the College and the University, transmitting information within the School about internal policies, developments and strategic decisions. • Provide direct line management for the senior staff of the School and overall leadership and responsibility for all School staff, establishing a performance culture across the School.

- Ensure effective practices for staff recruitment, induction, management and development are in place and are used effectively, including: planned recruitment campaigns, probation, appraisal schemes, research sabbaticals and mentoring. In particular, staff development to achieve the highest standards in teaching, research, scholarships and professional practice should be supported.
- Provide positive leadership, demonstrating good communication and motivation skills in staff management.
- Develop and maintain effective workforce plans. This includes: the provision of flexible and effective technical and professional support for both teaching and research; the effective deployment of academic staff including balancing of academic duties; the role of researchers and graduate teaching assistants in the life of the School.

Resource Management

- Manage the School budget; ensure that equipment and facilities are appropriate and well-maintained.
- Ensure compliance with Health and Safety and other relevant legislation and regulations.

Internal and External Profile

- Ensure the School is appropriately represented externally, maintain and develop beneficial working relationships with other institutions, agencies and professional bodies.
- Serve as a member of the College Management Team and other key College committees, and represent the School at University level.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key Outcomes

- Operational efficiency and efficacy of the School
- Continued and sustained development of internationally-competitive research activity in the School
- Achievement of external income targets
- High morale of School staff
- High quality performance of School staff
- High quality student experience
- High level of graduate employability
- Student recruitment to target, including increased international student recruitment
- Programme portfolio development facilitating increased and high quality student recruitment
- Effective mentoring of new academic staff
- Efficient devolved management of externally funded research projects
- Development of research students' performance and outcomes, including joint publications with members of the School's academic staff, and the efficient supervision of these students

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Head of the College of Social Science • Heads of other Colleges • Staff in the School • Members of the College of Social Science Management Team • College Administrators and Professional Support Staff • Director of the International Office • Research and Enterprise Office • DVCs for Research, Student Experience 	<ul style="list-style-type: none"> • External examiners • Research Councils and other research-funding bodies • Overseas partner institutions • Accrediting bodies • Local research and teaching partners and stakeholders • Local Authorities, Health Trusts, voluntary and private organisations

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Head of School of Social and Political Sciences	JOB NUMBER	CSS298
------------------	---	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
First degree or equivalent	E	A
PhD or equivalent	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Leadership and management experience in higher education	E	A/I
Experience of and ability to build effective collaborative working relationships with industry, including funded projects	D	A/I
Experience of publishing high quality research	E	A/I
Broad HE teaching experience	E	A/I
Experience of PhD supervision	E	A/I
Experience of obtaining substantial funding for research projects and of managing them effectively	E	A/I
Experience of HE in an international context	E	A/I
Experience of programme portfolio development	E	A/I
Experience of international student recruitment and international partnership development	D	A/I
Skills and Knowledge:		
Outstanding communication skills (written and oral)	E	A/I
Budget management skills	E	A/I
Ability to think strategically, and to formulate and communicate effective strategies for developing the School	E	A/I
Knowledge of the Research Excellence Framework	E	I
Ability to build good working relationships with key colleagues in the School, College and elsewhere in the University	E	I

Understanding of Teaching Quality management in relation to Higher Education	E	A/I
Effective influencing and negotiating skills at all levels	E	I
Organisational ability	E	I
Ability to lead and motivate others effectively	E	I
Ability and willingness to contribute to teaching at an appropriate level	E	I
Competencies and Personal Attributes:		
Enthusiasm for teaching and research within the range of subjects found in the School	E	I
Business Requirements:		
Ability and willingness to travel on School, College and University business, including overseas	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	HG	HRBA	HDR
---------------	----	-------------	-----