UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Head of School of Film and Media
DEPARTMENT	School of Film and Media
LOCATION	Brayford Campus, Lincoln

JOB NUMBER	COA204	**GRADE**	SMG	**DATE**	August 2021
REPORTS TO	PVC / Head of College of Arts				

CONTEXT

The University of Lincoln is one of the most dynamic young universities in the country. Situated in the centre of a beautiful cathedral city, our core mission is to combine outstanding, high-impact research and professional practice with a superb student experience and the highest quality civic engagement. Our academics and students engage collaboratively and creatively with some of the key issues of the age, generating insights and creative outputs that push the boundaries of knowledge and practice. Connecting the local to the global, we inspire and support our students to become flexible, self-directed, empathetic citizens of the world, who are prepared for working life today and for what it might become.

In 2020, the University of Lincoln was named Modern University of the Year in *The Times and Sunday Times, Good University Guide* 2021, as the highest-ranked multi-faculty modern university in the UK, climbing to 45th (out of 135). In the same year it was named one of the world's greatest young universities in the *Times Higher Education Young University Rankings*. The University has been awarded gold in the Teaching Excellence Framework for its consistently outstanding teaching, learning and outcomes for its students.

The Lincoln School of Film & Media has been delivering media education in HE for over 20 years. Its expertise in teaching, research and professional practice encompasses Film Production, Film and TV Studies, Media Production, Media Studies, Sound and Music Production, Animation and Visual Effects, Photography and Digital Media. It is home to a vibrant community of around 60 academics and 900 students, who work closely with each other and with the media, creative and cultural industries, where many students go on to forge successful careers. It recently submitted an application for an Athena SWAN bronze award for advancing gender equality, and participates actively in initiatives to advance race and ethnicity equality.

As one of 6 schools in the College of Arts, which cover Design, English & Journalism, Fine & Performing Arts, Film & Media and History & Heritage, there is significant potential for working across disciplinary and institutional boundaries in the development of teaching, research and professional practice. The College of Arts also houses the Centre for Culture and Creativity, which works to foster creative initiatives across the University, in conversation with local practitioners, industries, civic and community groups, and the general public.

JOB PURPOSE

The purpose of this role is to provide inspirational leadership and management to the School of Film and Media. The postholder will come from a film and media background (broadly interpreted). The postholder will hold high aspirations for the School, and possess the necessary interpersonal skills to realise its potential and develop its reputation. The postholder will work constructively with colleagues to set and pursue a clear course of direction for the School, which will include: overseeing curricular developments, staff appointments and student initiatives; building student employability, engagement and satisfaction; extending industry relationships and generating external income; supporting a dynamic culture of high quality teaching, research and professional practice; making decisions around the use of space and equipment; and fostering a diverse, inclusive environment in which all staff and students are supported to achieve their potential.

The Head of School will also play an active role in the management of the College of Arts. Reporting to the PVC / Head of College of Arts, they will help to build the profile of the Arts at Lincoln and beyond, and enable the College to contribute strongly to the attainment of the University's strategic goals.

KEY RESPONSIBILITIES

Strategic and Academic Leadership

- Work with the Head of College and senior academic colleagues to provide strategic leadership of the School, taking responsibility for setting its strategic direction, and developing its staffing and other resources to achieve identified goals, including meeting targets for student recruitment, enhancing student employability, and promoting equality, diversity and inclusion.

- Work with the School's research lead to build on current strengths in research and professional practice, and develop a strong stream of outputs that will enhance REF performance. Work to grow PhD registrations, and to develop interdisciplinary collaborations across the School, College and University.

- Increase external research income, consultancy and other funded "third stream" activity,

- Make a personal contribution to research, practice-as-research or professional practice in an appropriate subject area, including high quality outputs and external income generation.

- Work with the School Director of Teaching & Learning and programme leader team to strategically enhance the quality and appeal of the School's taught portfolio, curricular content and pedagogical approaches including delivery methods, assessment strategies and decolonisation of the curriculum.

- Attain excellent quality indicators, including: high student satisfaction ratings, graduate outcomes and completion rates; reduced differential attainment; external accreditation (where appropriate).

- Make a personal contribution to teaching in an appropriate subject area.

- Work with the School's senior recruitment lead to develop a marketing and recruitment plan that includes the use of social media, and will achieve targets for domestic and international students.

- Oversee the admissions process, including setting intake tariffs and monitoring retention rates.

- Develop international partnerships and maximize the recruitment opportunities they offer.

People Leadership and Management

- Inspire and motivate colleagues to work individually and collectively towards the achievement of School objectives.

- Promote an inclusive working environment, involving fair and transparent working practices, and effective communication with and between academic, technical and professional services staff.

- Represent the School within the College and the University, transmitting information within the School about internal policies, developments and strategic decisions, and keeping senior management informed about developments within the School.

- Assume direct line management for the senior staff of the School, and overall leadership and responsibility for all School staff.

- Support academic staff to achieve the highest standards of performance through fair and effective recruitment practices, induction, management and professional development (including probation, appraisal schemes, research sabbaticals and mentoring practices).
- Develop and maintain effective workforce plans. This includes recruiting a diverse academic staff of appropriate specialisms, expertise and seniority; effective deployment of academic staff including balancing of duties across teaching, administration, and research or professional practice; and provision of flexible, effective technical and professional services support.

Resource Management

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

Internal and External Profile

- Represent the School within the University and externally.
- Enhance the local, national and international profile, reputation and activities of the School.
- Maintain and develop beneficial working relationships with other institutions, industry partners and professional bodies.
- Serve as a member of the College Leadership 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

- Clear course of direction for the development of the School
- High quality performance of School staff
- High morale, positivity and engagement of School staff
- Operational efficiency and efficacy of the School
- Raised external profile of the School
- Continued and sustained development of internationally-competitive research activity in the School, as evidenced by REF performance
- Achievement of external income targets for research, consultancy and other "third stream" activity
- Effective working across theory and practice, and across disciplinary boundaries in research and teaching
- A rigorous high quality education and enjoyable student experience
- Reduced differential student attainment
- High level of graduate employability
- Student recruitment to target, including increased international student recruitment
- Programme portfolio development facilitating increased and high quality student recruitment
- A diversified workforce
- Effective mentoring of academic staff at all career stages
- Efficient devolved management of externally funded research projects
- Efficient supervision of research students' performance and outcomes
- Mutually beneficial partnerships with relevant commercial, voluntary, and civic organisations
- Appropriate use of space and equipment

Key working relationships/networks	
Internal	External
- PVC / Head of the College of Arts - Deputy Head of School - Directors of the College of Arts - Heads of other Schools - Staff in the School - College Administrators, Technicians and Professional Support - Director of the International Office - Research and Enterprise Office - Lincoln Academy of Learning and Teaching - HR Business Partner - Finance Business Partner - DVCs for Research, Student Experience	- External examiners - Research Councils and other research-funding bodies - Relevant industry partners, voluntary, and civic organisations - Overseas partner institutions - Accrediting bodies - Local research and teaching partners and stakeholders

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Head of School of Film and Media	**JOB NUMBER**	COA212

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 the equivalent in published or creative outputs / professional experience	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,P
Experience of producing high quality research, research-as-practice and/or professional practice outputs	E	A
Experience of obtaining funding for research and/or consultancy projects and of managing them effectively	E	A
Experience of programme leadership and portfolio development	E	A
Experience of managing projects and seeing them through to completion	E	A,I
Experience of working across disciplines	D	A
Experience of industry partnerships and their applications in education, research and professional practice	E	A,I,P
Experience of international student recruitment and international partnership development	D	A
Experience of Equality, Diversity and Inclusion initiatives	E	A
Broad HE teaching experience	E	A
Experience of PhD supervision	D	A
Skills and Knowledge:		
Outstanding communication skills (written and oral)	E	A,I,P
Knowledge of Film and Media disciplines and the ability to foster both practical and theoretical approaches to them	E	A.I
Ability to build good working relationships and with colleagues in the School, College and elsewhere in the University	E	I

Ability to think strategically, and to formulate and communicate effective strategies for developing the School	**E**	**A,I,P**
Knowledge of the changing context of higher education, and the challenges and opportunities it presents	**E**	**A,I,P**
Effective influencing and negotiating skills at all levels	**E**	**I**
Ability to lead and motivate others, and to manage change effectively	**E**	**A,I**
Knowledge of the Research Excellence Framework	**E**	**I**
Budget management skills	**E**	**A, I**
Outstanding organisational abilities, including the ability to work pragmatically, developing stretching but realistic goals, and seeing projects through to completion	**E**	**I**
Competencies and Personal Attributes:		
Capacity for inspirational leadership	**E**	**A,I,P**
High level of self-awareness and emotional intelligence	**E**	**A,I**
Commitment to advancing equality, diversity and inclusion	**E**	**A,I**
Capacity for team working	**E**	**A,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	AW	**HRBP**	HDR