

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Head of School of Computer Science				
DEPARTMENT	School of Computer Science, College of Science				
LOCATION	Brayford Campus, Lincoln				
JOB NUMBER	COS734	GRADE	SMG	DATE	August 2021
REPORTS TO	Head of College of Science				

CONTEXT

The University of Lincoln is an ambitious institution with high aspirations and an improving profile. Its strategy is to combine outstanding, high-impact research with a superb student experience. We see ourselves as 'a University looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged staff team' (Strategic Plan 2016-2021).

The School of Computer Science has an excellent reputation both in the quality of its published outputs and in generating external income to fund a range of innovative and impactful projects. The School's research is largely driven and managed through four research centres that specialise in Medical Imaging and Computer Vision, Robotics and Autonomous Systems, Machine Learning and Human Computer Interaction. It has a strong track record in research income generation, including a Research England E3-funded group in Agri-Robotics, an EPSRC-funded CDT in Agri-Food Robotics, and an EPSRC-funded DTP.

The teaching portfolio of the School comprises two main undergraduate programmes in Computer Science and Games Computing and a range of post-graduate provision reflecting the School's research interests as well as programmes for military personnel. Students and staff enjoy fabulous facilities in the new Isaac Newton Building and excellent employer links, including a range of extra-curricular professional accreditation opportunities. Research-led and research-informed teaching are central to the student experience.

Alongside the School of Computer Science, the College of Science comprises Schools of Chemistry, Geography, Engineering, Life Sciences, Mathematics and Physics, Pharmacy, Medicine and The National Centre for Food Manufacturing. Schools work together on many key areas. Inter-disciplinary work is further facilitated through the Institute for Agri-Food Technology which houses Lincoln Agri-Robotics.

JOB PURPOSE

The Head of School will provide the vision, leadership and management needed for the School to achieve its objectives, ensuring high quality and innovative curriculum and high levels of student satisfaction, meeting the internal business plan targets, achieving excellent outcomes in the REF, TEF and KEF and developing a strategically focussed staff team with high levels of staff morale.

KEY RESPONSIBILITIES

Strategic Leadership

- Provide strategic leadership of the School, taking responsibility for setting and advancing its strategic direction, in collaboration with the Head of the College of Science, and senior academic colleagues. Develop and regularly review strategic plans.
- Strategic development and enhancement of the School's taught portfolio, including leading and directing curriculum developments, and supporting pedagogical development including delivery methods and assessment strategy. Ensure an inclusive and innovative portfolio that exploits new interdisciplinary advances. Attain excellent quality indicators, including external accreditation, equality of outcomes, 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.
- Strategically support research to allow world-class excellence to develop and thrive in identified key areas, while supporting all teaching and research staff to achieve a high quality REF submission and appropriate levels of external research income.
- Ensure the School is working effectively and innovatively with local, regional and international partners to support local and national strategic priorities.
- Further establish the school's reputation as an ambitious and successful environment where excellent staff from all backgrounds choose to pursue their careers.

Academic Leadership

- Develop the research culture of the School, enabling 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.
- Mentor School colleagues on the development of their academic activities.
- Lead on the development of external income generation, including external research income, consultancy and educational contracts.
- 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 research in an appropriate subject area, or conduct significant individual and /or collaborative scholarly and / or professional practice based projects that make a significant contribution to the School or College.
- Contribute excellent teaching in an appropriate subject area and ensure a positive student experience within the school.

People Leadership and Management

- Provide direct line management for the senior staff of the School and overall leadership and responsibility for all School staff, establishing an entrepreneurial continuous improvement 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. Ensuring and supporting staff development opportunities to achieve the highest standards in research and teaching.
- Ensure full optimisation of academic staff in the School, including: allocating duties transparently and fairly, performance management, and the optimum deployment of academic staff.
- Ensure the workforce meets the operational needs of the school. This includes the provision of flexible and effective technical support for both teaching and research, the effective deployment of academic staff including balancing of academic duties and the role of researchers, graduate teaching assistants and associate lecturers in the life of the School.
- Ensure effective communications within the School.
- Ensure an inclusive culture that allows staff from all backgrounds to thrive and progress.

Resource Management

- Manage the allocated School budget effectively.
- Ensure that equipment and facilities are appropriate and well-maintained.
- Work with other HOS to ensure optimum deployment of facilities and staff where these can be shared.
- Advise the Head of College on the appropriate level of resourcing required for the school to meet its ambitions.
- 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 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
<ul style="list-style-type: none"> • 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 • Fair and equal student outcomes aligned with sector benchmarks • High level of graduate employability • School meets expectations and requirements of OFS in delivery of programmes • Student recruitment to target, including increased international student recruitment • Programme portfolio development facilitating increased recruitment of highly motivated and diverse student cohorts • Effective mentoring of academic staff • Efficient 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 Science • Heads of other Colleges • Staff in the School • Members of the College of Science Leadership Team • College Administrators • International Office • Lincoln Academy of Learning and Teaching • Research and Enterprise Office 	<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 • Industrial partners

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Head of School of Computer Science	JOB NUMBER	COS734
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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	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	E	A,I
Experience of publishing high quality research or scholarly outputs	E	A
Broad HE teaching experience	E	A
Experience of PhD supervision	E	A
Experience of obtaining substantial external funding to support University activity	E	A
Experience of working in an internationally competitive research environment	D	A
Experience of programme portfolio development	E	A
Experience of international student recruitment and international partnership development	E	A
Experience of working with relevant accrediting bodies and/or appropriate learned society	D	A
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, the Teaching Excellence Framework and other external performance metrics	E	I
Ability to build good working relationships with key colleagues in the School, College and elsewhere in the University	E	I
Effective influencing and negotiating skills at all levels	E	I
Good understanding of factors impacting inclusivity for staff and students	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 work outside core hours occasionally and to travel on 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	□	HRBP	SP
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