



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Head of School of Engineering and Physical Sciences				
<b>DEPARTMENT</b>	School of Engineering and Physical Sciences				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	CHS144	<b>GRADE</b>	SMG 3	<b>DATE</b>	May 2024
<b>REPORTS TO</b>	Head of College of Health and Science				

### CONTEXT

Following the establishment of the College of Health and Science in 2023, an internal restructuring of the constituent Schools has taken place premised on the strategic necessity to transform as per the University Strategic Plan; in particular, to reduce the number of units within the College, to maximise strategic change, to promote further interdisciplinary opportunities in both teaching and research, to improve operational efficiency, and to reduce duplication.

The vision of the College of Health and Science is to play its fullest part – working to, and developing further, the strength, quality and the reach of its activities in medicine, health and science – enabling the University to be a transformative institution enabling a prosperous region in an inter-connected world.

Its mission is to be a community of international excellence built upon foundations of intellectual curiosity, an innovative student experience, impactful and world-leading research, professional training where appropriate and the instilling of graduate skills, excellent facilities, and strong and collaborative engagement with external and international partners.

### JOB PURPOSE

The purpose of the role of Head of School is to provide excellent leadership – at the strategic, operational, and professional level – to ensure the School's continuing development and growth in all aspects of the academic endeavour, including but not limited to learning and teaching, portfolio development and student recruitment, student satisfaction and success, research strength and external income growth, and civic, business and disciplinary engagement.

The Head of School is also a key member of the College Leadership Team working closely with the College Pro Vice Chancellor, College Directors, other senior colleagues across the University to raise the overall College position of excellence, promote interdisciplinary initiatives and contribute to the vision and mission of the wider University.

The role is suitable for an excellent academic and leader in any of the disciplinary fields covered by the School, who will enthuse a broad range of colleagues, and who deeply understands and can show effective strategic leadership, people skills, and resource management in research excellence, developing academic portfolio and broader educational provision, and creating industrial opportunities particularly relevant to these disciplines. It is open to colleagues on both a research and/or scholarship/professional practice track.



## 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 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

- 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

- 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 research and teaching 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 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

- Setting a strategic vision for the School
- 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"> <li>• Head of the College</li> <li>• Heads of other College</li> <li>• Staff in the School</li> <li>• Members of the College of Leadership Team</li> <li>• College Administrators and Professional Support</li> <li>• Professional Service Directors</li> <li>• Members of the Senior Leadership Team especially PVCs for Research, Student Experience</li> </ul>	<ul style="list-style-type: none"> <li>• External examiners</li> <li>• Research Councils and other research-funding bodies</li> <li>• partner institutions</li> <li>• Accrediting bodies</li> <li>• Local research and teaching partners and stakeholders</li> <li>• Local Authorities, Health Trusts, voluntary and private organisations</li> <li>• Civic and business partners</li> </ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Head of School of Engineering and Physical Sciences	<b>JOB NUMBER</b>	CHS144
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
First degree or equivalent	<b>E</b>	<b>A</b>
PhD	<b>E</b>	<b>A</b>
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Leadership and management experience in higher education	<b>E</b>	<b>A,I</b>
Experience of and ability to build effective collaborative working relationships with industry, including funded projects	<b>D</b>	<b>A,I</b>
Experience of publishing high quality research or scholarship	<b>E</b>	<b>A</b>
Broad HE teaching experience	<b>E</b>	<b>A</b>
Experience of PhD supervision	<b>E</b>	<b>A</b>
Experience of obtaining substantial funding for research projects and of managing them effectively or significant industrial engagement	<b>E</b>	<b>A</b>
Experience of working in internationally competitive research environment and/or industrial context	<b>E</b>	<b>A</b>
Experience of programme portfolio development	<b>E</b>	<b>A</b>
Experience of international student recruitment and international partnership development	<b>E</b>	<b>A</b>
<b>Skills and Knowledge:</b>		
Outstanding communication skills (written and oral)	<b>E</b>	<b>A,I</b>
Budget management skills	<b>E</b>	<b>A,I</b>
Ability to think strategically, and to formulate and communicate effective strategies for developing the School	<b>E</b>	<b>A,I</b>
Knowledge of the Research Excellence Framework	<b>E</b>	<b>I</b>
Ability to build good working relationships with key colleagues in the School, College and elsewhere in the	<b>E</b>	<b>I</b>



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University		
Effective influencing and negotiating skills at all levels	<b>E</b>	<b>I</b>
Organisational ability	<b>E</b>	<b>I</b>
Ability to lead and motivate others effectively	<b>E</b>	<b>I</b>
Ability and willingness to contribute to teaching at an appropriate level	<b>E</b>	<b>I</b>
<b>Competencies and Personal Attributes:</b>		
Enthusiasm for teaching and research, scholarship and professional practice within the range of subjects found in the School	<b>E</b>	<b>I</b>
<b>Business Requirements:</b>		
Ability and willingness to travel on School, College and University business, including overseas	<b>E</b>	<b>I</b>

**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.

<b>Author</b>		<b>HRBA</b>	
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