



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Head of School of Design and Architecture				
DEPARTMENT	School of Design and Architecture				
LOCATION	Lincoln Campuses				
JOB NUMBER	CASH057	GRADE	SMG	DATE	January 2025
REPORTS TO	Pro Vice Chancellor / Head of College of Arts				

CONTEXT

The [University of Lincoln](#) is one of the most dynamic young universities in the UK. Situated in the centre of a beautiful cathedral city, our core mission is 'transforming lives and communities, enabling a prosperous region in an inter-connected world.' Under our [new strategic plan](#) (2022-27), we aim to expand our research, and increase and diversify external sources of income; maintain our reputation for teaching excellence and a supportive and stimulating student experience; increase and diversify student numbers within a wider range of flexible delivery mechanisms; and to develop our people, processes and structures. In The Times and Sunday Times, Good University Guide 2021, the University of Lincoln was named Modern University of the Year, and the highest-ranked multi-faculty modern university in the UK, climbing to 45th (out of 135).

The [School of Design and Architecture](#) is one of seven schools in the [College of Arts, Social Sciences and Humanities](#), which contains over 7000 students, 400 academics, and 120 professional services and technical staff. The College's mission is to accelerate, communicate and celebrate the power of arts, humanities and social science disciplines to transform society and grow the economy. Our teaching, research and knowledge exchange connects the local and the global, and the past, present and future. Through interrogating and making meaning out of the world, and intervening impactfully in business, policy and society, we aim to expand minds, enrich lived experiences, and build prosperity for our region and beyond.

Now is an exciting time to assume leadership of the School of Design and Architecture. Formed in September 2024 from the merging of the School of Design with the School of Architecture and the Built Environment, it contains approximately 900 students and 45 staff. Bringing together architecture, technology, and design, it aims to address today's growing need to design, build, and utilise spaces socially, economically and sustainably. Students have an impressive track record of success in competition briefs and industry award schemes. They are also supported by our university Student Enterprise Team to establish their own businesses. Work is ongoing to modernise and grow programmes in Architecture, Interior Architecture and Design, Illustration, Graphic Design, Product Design, Creative Advertising and Photography; to develop research capacity particularly in the areas of Sustainable Built Environments and Social Design; to expand specialist [consultancy work](#) on calculating and reducing the impact on embodied carbon on the built environment, and creating immersive digital experiences; and to promote place making and social cohesion through civically engaged activities.



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In addition to studios and workshops, School staff and students benefit from the use of Project Space Plus, the University of Lincoln's public gallery for art shows and exhibitions. The upcoming opening of the city centre [Barbican Creative Hub](#), providing much-needed facilities and visibility for the creative and cultural industries in Greater Lincolnshire, will offer further opportunities for networking with local creatives, upskilling and showcasing of creative talent.

JOB PURPOSE

The purpose of this position is to provide inspirational leadership and management to the School of Design and Architecture. The Head of School will have high aspirations for the school and be capable of working strategically and operationally to turn ambitions into reality. They will work constructively with school staff and students to co-create and deliver an ambitious vision and strategy which aligns with those of the College and University. Through setting clear expectations, and motivating and managing staff effectively, they will promote a high-performance culture in which change is normalised and viewed as an opportunity for growth and development.

The post-holder will harmonise standards and practices across subject areas, and increase opportunities and appetite for working across disciplinary boundaries. They will work to attract and retain a diverse body of students. Responding to student demand, employers' needs and regional industrial priorities, they will drive the reshaping, refreshing and diversification of the teaching portfolio, promote pedagogical innovation, and uphold standards of teaching excellence. They will grow the quality and quantity of research and knowledge exchange, and boost income generated through research grants, educational contracts, and consultancy services to businesses. They will make decisions around staff appointments and the use of space and equipment; manage the non-pay budget; and foster 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, Social Sciences and Humanities. Reporting to the PVC / Head of College, and collaborating with the other Heads of School and College Directors, they will build the role and profile of the College's disciplines in delivering the University mission to transform lives and communities.

The Head of School will have a background in one of the disciplines that fall within the Design and Architecture subject area. They will excel in research, pedagogy and/or professional practice, and bring experience of demonstrably successful university leadership (for example as Lead of a large programme, subject, or portfolio). They will have knowledge of UK Higher Education and be capable of thinking creatively about how to future-proof Design and Architecture disciplines in response to the challenges that the sector is currently facing.

The post-holder will devote approximately 60% of their time to the Head of School responsibilities, with the remainder devoted to teaching, research and/or knowledge exchange.

Taking on a permanent role in the School, the successful candidate will serve as Head of School for 5 years, with the possibility of extension subject to mutual agreement.



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,
- Work with the School Director of Teaching & Learning and programme leader team to strategically enhance the diversity, 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, research and/or knowledge exchange in an appropriate subject area.
- Work with the School's senior recruitment lead to develop a marketing and recruitment plan that 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 overall line management responsibility for all School staff, with opportunity to delegate certain elements of this.
- Support academic staff to achieve the highest standards of performance through fair and effective recruitment practices, induction, management, professional development and annual performance review.



- 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 identity and 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
<ul style="list-style-type: none"> • 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 • HR business partner • Finance business partner • DVCs for Research, Student Experience 	<ul style="list-style-type: none"> • 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	JOB NUMBER	CASH057
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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 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 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
Broad-based understanding of the disciplines covered by the School	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
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	Abigail Woods	SPBP	JE
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