

### Job Description

<b>Job title:</b>	<b>Head of Department, Law and Social Science</b>
<b>Job Ref:</b>	<b>BAL3</b>
<b>Faculty:</b>	<b>Business and Law</b>
<b>Grade:</b>	<b>Senior Manager - Academic</b>
<b>Salary:</b>	<b>Senior Management</b>
<b>Period:</b>	<b>Permanent</b>
<b>FTE</b>	<b>1</b>
<b>Reports to:</b>	<b>Academic Dean</b>
<b>Reporting to Job Holder:</b>	<b>All academic staff in the Department</b>

#### **Primary Job purpose**

To provide inspirational leadership and manage the Department so that it delivers academic excellence in education, research, knowledge exchange and engagement in line with Faculty and University strategic plans. Law and Social Science is a strong combination which brings together the strategic nature of these subject areas within one Department. The postholder will have existing strengths within one of these disciplines, to deliver both a scholarly and practitioner-based knowledge to ensure that students are well prepared to become professionals.

The postholder is responsible for the delivery of Departmental KPIs (for example, in finance, student numbers, NSS, continuation, graduate outcomes, research and business funding and outputs). They are responsible for shaping and successfully delivering the strategic direction of the academic disciplines within their remit, aligned with the strategic imperatives of the Faculty and the University.

The postholder will have existing strengths within this discipline to deliver both a scholarly and practitioner-based knowledge to ensure that students are well prepared to become professionals. The postholder will lead on the departments engagement with industry and collaborate with professional bodies, to embed employability and analytical skills within all its programmes. They will also have the department of European Human Rights Advocacy Centre (EHRAC) reporting into them.

The postholder will provide leadership to build on the current university's global reputation, focussing on strategic projects around three integrating themes: equity and improvements in health and wellbeing, sustainability of communities and the environment, inclusive socio-economic development, and enriching lives through culture.

The postholder will lead on a wide range of partnerships, (e.g. NGOs, local authorities and national/European agencies) which underpin the Policing modules and programmes; and improve employability targets and metrics for the employability of students. To provide leadership and management of the Policing Centre to allow for more synergy with research and KE opportunities which allows for the development of KE/enterprise activity for the submission of bid applications. To provide the Policing Apprenticeship programme with a professional regional presence, to enhance the university's profile both internally and externally.

Reporting to the Academic Dean, the Head of Department is a member of the Faculty Leadership Team and has direct line management responsibility for staff in the Department and responsibility for devolved budgets. Working closely with the Academic Dean and Faculty Deputy Deans, the Head of Department will empower others to deliver agreed Faculty and University plans and work collaboratively across internal and external networks and communities of practice.

### **Ways of working**

All members of the Faculty Leadership Team make a strong personal contribution to embody collaborative leadership and operate as a coach for the staff that report to them. Faculty Leadership Team members will be expected to uphold and role-model our values and to work for the good of the community.

### **Main duties and responsibilities**

- Lead the academic development of the Department in ways which foster an appropriate culture and ethos for the support and integration of high-quality education, research, knowledge exchange and engagement activities.
- Contribute to the continued development and implementation of our strategic plan, with particular focus on the growth and development of Law and Social Science subject areas.
- Offer visionary and ambitious leadership across the range of Law and Social Science including the development of successful collaborative provision.
- Create a high-performance culture and deliver against key performance indicators for the Department.
- Achieve the highest standards in student experience, achievement and outcomes.
- Manage all staff within the Department, including performance management, staff development, appraisal, induction and succession planning.
- Plan and manage resource allocation within the Department.
- Develop and promote the internal and external profile of the Department, ensuring appropriate interaction with stakeholders such as professional bodies, funding agencies and potential employers.
- Take a leading role, in liaison with the Academic Dean and Deputy Deans, in the development of the portfolio of activities across the Faculty, with particular emphasis on the activities of the Department.
- Lead and develop collaborative Departmental research profile evidenced by internationally excellent outputs, competitive external funding and a thriving postgraduate research portfolio.
- Identify and develop international opportunities with a focus to maximise networks, build relationships with industry to deliver collaborative research, income growth, and knowledge transfer partnerships.
- Maintain a personal research and/or professional practice profile of high international standing appropriate for being entered for a future REF assessment.
- Develop, promote and manage knowledge exchange activity, including collaborative research, CPD and consultancy in the Department.

- Contribute to the leadership of cross-Faculty or University projects and initiatives as required by the Academic Dean and appropriate to the role holder's strengths and development.
- Endorse and model the University's values and take action to support diversity and social mobility.
- Such other duties as may be reasonably required by the Academic Dean.

**Leave:** 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications and achievements</b>		
Educated to Doctorate level in Law and Social Science or a related discipline	√	
Evidence of continuous professional development.	√	
A higher education teaching qualification/Fellow of the Higher Education Academy.	√	
Senior/Principal Fellow of the Higher Education Academy.		√
<b>Experience/Knowledge</b>		
A successful record of academic leadership and management in a University or other relevant context, successfully integrating high quality education, research, knowledge exchange and engagement.	√	
Credibility across the breadth of their departmental academic portfolio gained from knowledge and experience in a cognate academic area, a clear understanding of the departmental interdependencies and the ability to represent all areas of the department to external audiences.	√	
A record of securing improvements to student indicators, for example continuation rates, completion rates, graduate employment outcomes or student satisfaction ratings as measured by NSS.	√	
Experience of academic portfolio and programme development, including extensive experience of leading and managing large academic programmes	√	
Experience of managing education delivered in the UK, overseas and online, ensuring a student experience of outstanding quality.	√	
A strong network of industry and academic contacts and engagement with relevant stakeholder groups to foster collaboration, innovation and other initiatives, thereby generating income.	√	
A research record of high international standing and eligibility for REF.	√	

A sound understanding of the higher education landscape, and of national and international trends and opportunities in relevant disciplines.	√	
Experience of attracting competitive research and/or knowledge exchange funding.	√	
Experience of building successful partnerships and relationships externally, including with employers and professional, statutory or regulatory bodies.	√	
<b>Skills and attributes</b>		
Strong leadership skills, including the ability to motivate and develop teams and individuals and to delegate effectively in order to achieve a high level of performance.	√	
Excellent resource planning and management skills, including financial management and understanding of matrix relationships.	√	
Strong team working / collaboration skills.	√	
Excellent communication skills, including the ability to use advocacy and negotiating skills to effect change.	√	
The ability, agility and resilience necessary to deal with demanding workloads and deadlines.	√	
Strong empathy with the mission and values of Middlesex University and a track record of action in support of equality, diversity and inclusion.	√	

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:  
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact: **Professor Martin Broad**, Interim Academic Dean Business & Law; email: [m.broad@mdx.ac.uk](mailto:m.broad@mdx.ac.uk).