

### Job Description

<b>Job title:</b>	<b>Head of School, Computer Science and Engineering</b>
<b>Job Ref:</b>	<b>SCT376</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Faculty:</b>	<b>Science and Technology</b>
<b>Salary:</b>	<b>Senior Management</b>
<b>Hours:</b>	<b>The duties and responsibilities are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfil your duties and responsibilities</b>
<b>FTE:</b>	<b>1</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reports to:</b>	<b>Academic Dean</b>
<b>Reporting to Job Holder:</b>	<b>All academic staff in the School</b>

#### **Primary Job purpose**

To provide inspirational leadership and manage a new School (Computer Science and Engineering) so that it delivers academic excellence in education, research, knowledge exchange and engagement in line with Faculty and University strategic plans.

As this is a newly created School, it is essential that the postholder has had prior experience of organisational change within an appropriate higher education institution and leading activities in a multi-disciplinary working environment.

The postholder will have existing strength within Computer Science, Engineering or cognate disciplines, to deliver educational and research leadership, scholarly and practitioner-based knowledge to ensure that students are well prepared to become professionals.

The job requires leading the school's engagement with science focused stakeholders and collaboration with professional bodies, to embed employability and analytical skills within all its programmes and to create a real spirit for enterprise. This will be achieved through promoting an entrepreneurial mind-set and enhancing the student experience, by helping them to shape society and contribute to the economy globally.

The postholder is responsible for the delivery of School 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 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.

Reporting to the Academic Dean, the Head of School is a member of the Faculty Leadership Team and has direct line management responsibility for staff in the School and responsibility for devolved budgets. Working closely with the Academic Dean and Faculty Deputy Deans, the Head of School will 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 a 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 this new School 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 Computer Science and Engineering subject areas.
- Offer visionary and ambitious leadership across the range of subjects including the development of successful collaborative provision.
- Create a high-performance culture and deliver against key performance indicators for the School.
- Achieve the highest standards in student experience, achievement and outcomes.
- Manage all staff within the School, including performance management, staff development, appraisal, induction and succession planning.
- Collaboration with and oversight of technical staff relevant to the disciplines
- Plan and manage resource allocation within the School.
- Develop and promote the internal and external profile of the School, 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 School.
- Lead and develop a School research profile evidenced by internationally excellent outputs, competitive external funding and a thriving postgraduate research portfolio.
- Develop activities which embed and promote the development of research and knowledge exchange collaborations.
- Identify and develop international opportunities with a focus to maximise networks, build relationships with external stakeholders and 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 contract research, CPD and consultancy in the School.
- 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 a cognate 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.		√
Evidence of high academic standing and potential for Professorial appointment, with the required credibility to lead the school and contribute to the Faculty Leadership team	√	
<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/school academic portfolio gained from knowledge and experience in a cognate academic area, 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 large programme development and management.	√	
Experience of managing education delivered in overseas and online, ensuring 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 natural science.	√	
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 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.	√	

### **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet.* Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <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 Klaus Dodds, Faculty Dean [k.dodds@mdx.ac.uk](mailto:k.dodds@mdx.ac.uk)