

Job Description

Job title:	Head of School, Computer Science and Engineering
Job Ref:	SCT378
Campus:	Hendon
Faculty:	Science and Technology
Salary:	Senior Management
Hours:	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
FTE:	1
Period:	Permanent; Senior Manager
Reports to:	Academic Dean
Reporting to Job Holder:	All academic staff in the School

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 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 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 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 innovative high quality-education, research, practice, 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 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, practice, and knowledge exchange profile
- 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

- 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 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 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
Qualifications and achievements		
Educated to Doctorate level	✓	
Senior/Principal/National Fellow of the Higher Education Academy.		✓
Experience/Knowledge		
A successful record of academic leadership and management within Computer Science, Engineering, Mathematics, or a closely related discipline, with a focus on taught undergraduate and postgraduate provision in a University, successfully integrating high quality innovative education, student experience, research, knowledge exchange and engagement.	✓	
A track record of delivering excellent student experience and/or securing improvements to continuation rates, completion rates, graduate employment outcomes or student satisfaction ratings as measured by NSS, PTES.	✓	
Experience of successfully managing a large academic portfolio including designing, reviewing and updating programmes to ensure that curricula remain academically rigorous, technologically current and relevant to industry needs.	✓	
A sound understanding of the higher education landscape, and of national and international trends and opportunities in computer science, artificial intelligence, robotics, data science, cybersecurity, and engineering education.	✓	
A strong record of engaging employers, professional bodies and external partners in curriculum development and delivery.	✓	
Evidence of introducing innovative and inclusive approaches to teaching, learning and assessment.	✓	
Skills and attributes		
Strong leadership skills including resource planning and line management, including the ability to motivate and develop teams and individuals and to delegate effectively to achieve a high level of performance.	✓	
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) 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