

## RESOURCING/

### JOB DESCRIPTION:



## Professor and Head of Department Leadership & Management

<b>Ref Number:</b>	<b>KBS-024-21</b>
<b>Salary Scale:</b>	<b>Management and Professorial, starting from £67,187 per annum</b>
<b>Contract:</b>	<b>Ongoing and Full-time</b>
<b>Division:</b>	<b>Kent Business School</b>
<b>Location:</b>	<b>University of Kent, Canterbury and Medway Campuses</b>
<b>Responsible to:</b>	<b>Dean of Kent Business School</b>
<b>Expected start date:</b>	<b>ASAP</b>

### The Role

Kent Business School is seeking to appoint a Professor with the senior leadership role of Head of Department of Leadership and Management. The Head of Department is responsible for fostering a positive, collaborative culture that enables students and staff to achieve their best, enhancing the reputation of the Department locally, nationally and internationally. The Head of Department appointment is for three years, with the possibility of renewal for a further three-year term. Candidates for the Head of Department role will be fully research active academics and will continue being research active while holding the role.

The Head of Department contributes to the development of the School's strategy and is responsible for its implementation and delivery within the Department. This includes day-to-day management of academic staff and the efficient and effective use of resources allocated by the Dean to generate an environment that promotes excellence in all relevant strategic areas.

As a member of KBS Senior Leadership Team (in which capacity the role-holder will work closely with the Dean, the Director of Operations, and other Senior Leadership members), the role-holder will also work closely with relevant professional services colleagues.

The role-holder will possess the skills to lead, inspire, and communicate clear goals for the Department. The ability to work effectively with colleagues is essential. Upon appointment, the role-holder will agree a set of aims and objectives with the Dean, with regular meetings thereafter. The role-holder will ensure a smooth and effective handover at the end of the term of office.

### Primary Responsibilities

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HR EXCELLENCE IN RESEARCH

**1. Lead the subject/discipline activity within the Department of Leadership and Management:**

- 1.1. Working with the Dean to develop high-level aims and objectives for the Department in education, research, and student recruitment;
- 1.2. Leading the ongoing development of the Department, ensuring that it meets agreed KPIs and targets;
- 1.3. Ensuring the Department operates in full accordance with the principles of School governance;
- 1.4. Contributing to the development of the School's strategy, focussing in particular on developing an environment which nurtures the creation and sharing of knowledge within the relevant subject(s);
- 1.5. Making efficient and effective use of the resources allocated to the Department by the Dean to generate an environment that promotes excellence in education, research, and engagement.

**2. Undertake the day-to-day management of staff in the Department of Leadership and Management:**

- 2.1. Working with School's leads and relevant professional services colleagues to allocate teaching and administrative duties to members of academic staff within the Department;
- 2.2. Monitoring staff workload and manage staffing issues, referring these to the Dean (or nominee) as appropriate;
- 2.3. Ensuring all relevant HR policies and processes are applied within the Department as appropriate;
- 2.4. Ensuring a coordinated and principled approach to inform the planning of study leave and teaching cover.

**3. Ensure a high-quality student experience in the Department of Leadership and Management:**

- 3.1. Working closely with the School's Associate Deans of Education & UG Student Experience and Graduate Studies & PG Student Experience, as well as relevant professional service colleagues, to ensure a high-quality student experience;
- 3.2. Ensuring the Department's teaching portfolio is fit for purpose, that it engages with University-wide education initiatives, and that it takes full advantage of opportunities for varied modes of delivery;
- 3.3. Ensuring students' views are solicited through mechanisms such as the Student Voice Committee, student representatives, and student forums;
- 3.4. Acting effectively in response to relevant data sets (e.g. retention data, NSS, PTES, PRES, national league tables) to ensure high student satisfaction.

**4. Support research and innovation activity in the Department of Leadership and Management:**

- 4.1. Working effectively with the School's Associate Dean of Research & Innovation, the relevant UoA lead(s), and other staff, to promote and facilitate research excellence;
  - 4.2. Working effectively with the School's Associate Dean of Research & Innovation, the relevant UoA lead(s), and other relevant staff, to plan and manage the subject's REF submission;
  - 4.3. Encouraging and supporting the organisation of research events, including research seminars, workshops, colloquia, and conferences;
  - 4.4. Ensuring the research environment and the research student experience are of high quality, and that allocated resources are appropriately directed to this end.
- 5. Represent the Department of Leadership and Management on relevant committees and panels:**
- 5.1. As a member of the Division's Senior Leadership Team, taking responsibility for activities above and attending relevant SLT meetings;
  - 5.2. Ensuring all Department committees or boards are chaired effectively and operate efficiently in line with the University Codes of Practice;
  - 5.3. Representing the Department at meetings concerning student recruitment;
  - 5.4. Attending other committees (e.g. promotions panels) and events (e.g. University Graduations) as necessary.

### Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment
- Conflict resolution

### Internal & External Relationships

**Internal:** Other academic and administrative staff within KBS, other and departments across the Canterbury and Medway campuses; central registry staff on all Kent sites; staff associated with the Faculty Support Office, HR.

**External:** HE and accreditation bodies, Funding bodies, local employers, national, international and EU government departments, charities and other not-for-profit organisations, appropriate professional bodies.

### Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.



Selection panels will be looking for clear evidence and examples in your application, or in your cover letter where applicable, which back-up any assertions you make in relation to each criterion.

Qualifications / Training	Essential	Desirable	Assessed Via*
A PhD in a relevant area (or equivalent professional qualification)	✓		A
A relevant professional qualification or membership of relevant professional body or association		✓	A
A relevant teaching qualification (PGCHE) or Fellowship of the Higher Education Academy (HEA) <b><i>Successful candidates without a teaching qualification will be expected to apply for an HEA fellowship in their first year of employment.</i></b>	✓		A

Experience / Knowledge	Essential	Desirable	Assessed Via*
Evidence of a track record of providing strategic and visionary direction in the development of innovations and initiatives which enhance the subjects and disciplinary aspects of research, education and public engagement.	✓		A, I, T
Good knowledge and awareness of the broad context of Higher Education and government policy in the UK the current and forthcoming challenges and opportunities it presents.	✓		A, I, T
Experience of QA processes and procedures	✓		A, I, T
Experience of administrative responsibilities and of effective team management	✓		A, I, T

Skills / Abilities	Essential	Desirable	Assessed Via
A proven track record of achieving performance targets and supporting others to meet their performance targets.	✓		I,T

Evidence of a proven track record to manage complex change and engage staff and stakeholders through this process.	✓		I,T
Considerable experience of leadership and management including effective management of resources and budgets.	✓		I,T
Ability to encourage and support all staff, especially more junior members, in the development of all aspects of their professional career.	✓		I,T
Demonstrable experience of developing and sharing best practice within and outside the organisation	✓		I,T
A vision for the expansion and enhancement of the programmes of studies in the subjects/disciplines represented;	✓		A, I, T
Demonstrate highly developed interpersonal and communication skills and the ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and other stakeholders.	✓		I,T
Ability to engage with business and policy stakeholders, meeting employer and stakeholder needs to the benefit of the University and School	✓		I,T
Evidence of a strong track record of successful publication in 3* and 4* (minimum two 4* papers for the current REF submission) rated journals in the CABS <a href="#">International Guide to Academic Journal Quality</a> .	✓		A
Ability to sustain a track record of high quality publications as evidenced through a pipeline of manuscripts under revise and resubmit	✓		I
Ability to pursue his/her own independent research programme	✓		I
Evidence of ability to obtain contract research and/or consultancy funding	✓		A

Ability to engage with business and policy stakeholders, meeting employer and stakeholder needs to the benefit of the University and School	✓		I
Ability to supervise research activities of undergraduate and postgraduate students effectively, including doctoral students	✓		A, I

Additional Attributes	Essential	Desirable	Assess Via
Commitment to Equality, Diversity, and Inclusivity.	✓		I, T
Ability to work effectively with colleagues within the School and across Divisions and Professional Service Departments;	✓		I, T
Keeness to contribute to the development of the programmes, research and other activities of the School	✓		I, T
Willingness to contribute to a cohesive and supportive corporate culture and a collegiate work environment	✓		I, T
Willingness to engage proactively in translating into practice the mission and vision of the School	✓		I, T
Willingness to engage in professional development activities aimed at obtaining programme-level and/or institutional accreditations, including but not restricted to AMBA, AACSB or EQUIS.	✓		I, T
Willingness to maintain currency of knowledge through engagement in continuous professional development and/or professional practice	✓		I, T

**\*Criterion to be assessed via:**

- A = application form or CV/cover letter**
- I = interview questions**
- T = test or presentation at interview**

**In order to be appointed at the rank of Professor, candidates must be able to demonstrate:**

(i) the ability of the individual to make a contribution to the University of strategic importance; this might, for example, include significant leadership responsibilities at a senior level through

the encouragement of research and/or pedagogy, the organisation and development of teaching, and/or the promotion of an innovation and enterprise activity;

**and**

(ii) an outstanding and sustained national (and in the case of research, international) contribution to the advancement of their subject, bringing distinction to themselves and the University.

### **Further Enquiries**

For informal discussion only, please contact Professor Marian Garcia, Dean of Kent Business School, [kbsdiretor@kent.ac.uk](mailto:kbsdiretor@kent.ac.uk)