

Candidate Brief

Professor and Head of Department

Reference: R180097

Salary: Senior Staff Band 1, £56,791
to £88,388 per annum plus
Honorary

Basis: Full Time

Closing Date: 23.59 hours BST on
Sunday 15 April 2018

Interview Date: Wednesday 02 May
2018

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

As a Head of Department the post holder will be responsible for providing academic leadership, ensuring the development and enhancement of the subject area as well as its regional, national and international reputation.

The post holder will demonstrate academic leadership through an established record of research, teaching and / or professional practice in their subject area.

As Head of Department, the post holder will have line management responsibility for all academic and technical staff within the Department of Psychology. This post will report to the Executive Dean.

Main Duties/Responsibilities:

Management & Leadership – Head of Department

- ▶ To be an *ex officio* member of the Senior Management Team of the School and represent the academic needs of Psychology.
- ▶ To facilitate the engagement of staff and students in Psychology and the dissemination of key information, including ensuring at least one staff meeting per term, programme committees and staff/student committees within the Department.
- ▶ To be an *ex officio* member of the programme committee for each programme in Psychology.
- ▶ To negotiate with the Executive Dean of the School in relation to the resource needs for the programmes in the Department.
- ▶ To act as the Departmental representative for external professional matters relating to Psychology (e.g. with the British Psychological Society and other professional bodies, the Association of Heads of Psychology Departments and other academic committees).
- ▶ To effectively allocate the activity and workload of staff within the Department in line with the School priorities.
- ▶ To manage expenditure of the Psychology teaching budgets within the School.
- ▶ To encourage and develop innovations within the School and to work with the Deputy Dean, Associate Deans and School Administrator to establish and share best practice across the School.
- ▶ To ensure the effective provision and management of technical support in Psychology.
- ▶ To manage the performance and development of staff through the Performance Development Review process and related HR policies.
- ▶ To work with the School Administrator to define appropriate administrative support requirements for programmes and activities within Psychology.
- ▶ To assist the School in the provision of management information on undergraduate and postgraduate activity so as to support the preparation of reports, bids or responses to internal or external initiatives.
- ▶ To undertake such other duties commensurate with the nature and grade of the post, as requested by the Executive Dean and their Deputy.

Research

- ▶ To pursue and lead an internationally recognised research programme consistent with the School's research priorities.
- ▶ To publish the outcomes of research in outlets of high international standing.
- ▶ To secure external research funding from prestigious funders including research councils, charities and the European Commission and lead and manage research projects, people and resources.
- ▶ To supervise, manage and publish the outputs of research projects.
- ▶ To supervise postgraduate students at Masters and doctoral levels and to foster an environment that encourages research among students at postgraduate level.
- ▶ To initiate and collaborate in research initiatives with colleagues in and beyond the School of Life and Health Sciences as appropriate.
- ▶ To build critical mass and promote excellence in the School's research priority areas.
- ▶ To provide strong leadership and team building in the management of research projects.
- ▶ To lead research initiatives with colleagues and a range of external collaborators including internationally funded research projects as appropriate.
- ▶ To conduct research capable of demonstrating significant impact e.g. research which has the potential to benefit the economy, society, culture, public policy or services, health, the environment or quality of life.

Teaching and Learning

- ▶ To take a leading role in the continuous review and development of Programmes and the curriculum.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's undergraduate and postgraduate Programmes.
- ▶ To teach undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ To provide academic support and advice to undergraduate and postgraduate students.
- ▶ To develop, apply and promote the use of innovative methods and techniques in teaching, learning and assessment.
- ▶ To engage in the regular evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment.
- ▶ To innovate in teaching, demonstrating continuous professional development and critical reflective practice.

External Engagement

- ▶ To demonstrate research impact and secure commercialisation, identifying and pursuing opportunities for translational research where appropriate to role and discipline.
- ▶ To continue to build on an established record of invited international keynote conference presentations and prestige lectures.
- ▶ To engage with translational research with a view to external collaboration and establishing partnerships with outputs such as commercialisation, improved practice and policy.

- ▶ To develop research and development collaborations with industry, public sector or other partners to secure additional direct funding.
- ▶ To contribute to businesses, the public sector and communities e.g. through innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to and influencing government (UK or overseas) policy-making and standards.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting public understanding of the subject.

Citizenship

- ▶ To make an outstanding contribution to governance and collegial life within and outside the University, for example by chairing school committees, undertaking significant administrative positions, or participating in or chairing University-level committees.
- ▶ To participate in continuing professional development e.g. through seminars or conferences and by engaging in training programmes run by the University which are consistent with the needs and aspirations of the academic and the School.
- ▶ To Chair one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To demonstrate the University's leadership values through own actions and behaviour.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>A good degree (1st or 2.1) in Psychology or a closely related discipline.</p> <p>A doctorate in Psychology or a closely related discipline.</p> <p>Current membership of relevant professional body or eligibility for membership.</p>	Application form
Experience	<p>Significant experience of initiating and conducting research at post-doctoral level.</p> <p>A proven track record of sustainable research as evidenced by publication in international journals and the maintenance of a portfolio of grant income.</p> <p>A record of accomplishment of having secured a pipeline of research funds from external sources sufficient to maintain a productive research team.</p> <p>Proven experience of productive research collaborations in order to build critical mass and promote excellence in the School's research priority areas.</p> <p>Experience of successfully delivering lectures to undergraduate and postgraduate students in relevant subjects.</p> <p>Successful supervision of PhD students to completion.</p>	<p>Application form</p> <p>Application form and presentation</p> <p>Application form</p> <p>Application form and interview</p> <p>Presentation</p> <p>Application form and interview</p>
Aptitude and skills	<p>Experience of having taken part in course and programme development.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Ability to demonstrate academic leadership</p> <p>Competence in IT skills and Internet usage.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p> <p>Commitment to observing the University's Equal Opportunities policy at all times.</p>	<p>Application form</p> <p>Application form and interview</p> <p>Application form</p> <p>Interview</p>

	Desirable	Method of assessment
Education and qualifications	A recognised teaching qualification /membership of the Higher Education Authority (HEA) at Fellow level as a minimum.	Application form
Experience	<p>Management and leadership of an academic department.</p> <p>Management of budgets and budget setting.</p> <p>Ability to harness IT as a research and teaching tool.</p> <p>Experience of managing, leading and /or delivering science communication / public engagement activities.</p>	<p>Application form</p> <p>Application form and interview</p>

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Professor Helen Pattison

Job Title: Head of Department

Tel: 0121 204 4073

Email: h.m.pattison@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

Data Protection Act 1998: Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr