

Job Description

Position:	Head of Engineering
Faculty/Service/Institute:	Engineering
Reference:	ENG-211/A
Grade:	Competitive salary (dependent on skills and experience)
Hours:	Full-Time
Responsible to:	Jim Nyland
Responsible for:	The successful academic operation and compliance of the Engineering Department.

Main Function of the Role:

This is a key role with responsibility for the successful leadership and growing of our Engineering department activities and courses. The role involves leading the ongoing development of the School's programmes and ensuring that our students benefit from a high-quality learning experience that aligns with the expectations of the University and relevant external regulatory bodies.

You will professionally direct, lead, shape and develop organisational policy and practices for the strategic and operational management of the school. This includes working closely with other schools and the Central apprenticeship team and industrial partners, ensuring alignment with the University vision, and ensuring growth of the school.

Principal Duties and Responsibilities

Business Responsibilities

1. To be responsible for the production of the long-term business strategy so that the ongoing survival of the business is secure. Develop organisational policy and practices to enhance the strategic and operational management of school and other academic partnerships.
2. Drive change and growth to raise the School profile regionally, nationally and internationally.
3. Represent the University both internally and externally, keep up-to date with developments within the sector, and lead on developing and maintaining excellent relationships with our industry partners and other key stakeholders to support progressive and sustainable growth.
4. Play a key role in the focus of the School through involvement in appropriate management committees/teams. This will involve taking responsibility for the preparation and review of the School's annual plans, periodic strategic plans and committee/other reports.
5. Work flexibly, for instance in the event of a crisis or emergency situation, including evenings and weekends to support University-wide significant events including clearing and graduation.
6. To monitor budgets versus income, ensuring that appropriate remedial action can be taken when there are any variations from the plan and ensure that allocated budgets are utilised so that programme effectiveness is maximised and any savings that can be made are implemented.
7. To ensure all school purchase requisitions are raised on the Ebis system to ensure appropriate controls are in place and that accurate and timely financial information is available for budget monitoring.

8. Develop outreach with key institutions and implement a strategy to get increased student numbers
9. Develop a marketing strategy to develop our profile and increase social posts and website activity
10. Work alongside the Director of the NCME to ensure alignment and compliance of all engineering programmes.

Academic responsibilities

1. To take responsibility for the enhancement and maintenance of academic programmes and within the School of Engineering.
2. Direct, lead and inspire the ongoing development of the University's academic programmes, delivering on associated growth targets to cover industry skills gaps and needs.
3. Work with academic staff across the University to understand and ensure the effective operational management of the University's Engineering programme portfolio in accordance with agreed frameworks, regulations, policies and procedures.
4. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.

Staff management

1. To recruit and select team members in consultation with business practice and the HR Business partner to provide sufficient and appropriate resource for the effective running of the programmes and the School.
2. To set and monitor clear standards of performance of team members to ensure the highest professional standards are maintained at all times.
3. To motivate and lead department members to ensure an efficient, hardworking and happy team atmosphere is provided.
4. To monitor, train and develop departmental employees so that the department operates to the highest standards of quality, safety and reliability.
5. Monitor performance in relation to agreed partnership performance indicators, proactively identifying opportunities and risks, and developing strategies and action plans to mitigate risk and ensure compliance with internal and external regulatory requirements.
6. Be responsible for the management and ongoing development of staff within the School of Engineering as directed, in order to build a high performing, collaborative team who deliver exceptional account management and latest teaching methods in an efficient and cost-effective manner.
7. Be responsible for the leadership and deployment of staff, and understand the financial resources of the School to realise performance targets for the University including those related to student retention and employability, via the performance management system.
8. To carry out regular departmental briefings/meetings to ensure effective two-way communication of all relevant issues is maintained between yourself and team members.
9. Ensure all policies and practices to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Research and KE

1. Develop opportunities for funded development/research or other agreed activity in order to contribute to the development of the Engineering Department
2. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

Health and Safety

1. To ensure all team members work in compliance with all legislative requirements.
2. To ensure that you and your team are fully aware of and comply with the UOB Health and Safety rules and regulations, as outlined in the Health and Safety policy and company risk assessments.
3. To ensure any accidents or near misses are reported via completed necessary paperwork and any necessary remedial action is taken.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

This appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Head of Engineering		Reference: ENG-211/A	
Faculty/Service:		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	A qualifications profile matching the following criteria: <ul style="list-style-type: none"> • Relevant honours degree and/or; • Postgraduate qualification and/or; • Professional body qualification obtained by assessment and/or; • PhD (or taught doctorate) or willingness to obtain this within a specified time frame following appointment 	Priority 1	Application Form/Interview /Documentation
1 b)	Membership (chartered/full) of a relevant professional body	Priority 2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Exceptional well-developed interpersonal and intercultural skills, with the ability to engage a range of audiences internally and externally within the UK and overseas	Priority 1	Application Form/Interview
2 b)	Confidence in interacting with senior leaders within the University and at partner institutions, with excellent skills in diplomacy, networking and influencing	Priority 1	Application Form/Interview
2 c)	Able to develop and deliver undergraduate and postgraduate programmes that enhance the quality of the student experience	Priority 1	Application Form/Interview
2 d)	Expertise in related subjects with a specific focus in terms of enhancing learning, teaching and professional practice	Priority 1	Application Form/Interview
2 e)	Knowledge and understanding of the quality assurance processes in the UK Higher Education system and able to develop knowledge of international higher education	Priority 1	Application Form/Interview
2 f)	Innovative and creative thinking, with a proven track record which demonstrates an ability to transform ideas into practice within teams	Priority 1	Application Form/Interview
2 g)	Capacity and capability to contribute to the University's strategic vision	Priority 1	Application Form/Interview
2 h)	Demonstrable leadership skills, including motivating staff internally to drive excellence in partnership management and supporting ongoing professional development	Priority 1	Application Form/Interview
2 i)	Credible and extensive knowledge of developing and delivering undergraduate and postgraduate programmes in the subject areas related to the School (incl. expertise in validations, programme operations etc)	Priority 1	Application Form/Interview
2 j)	Credible IT literacy skills and knowledge	Priority 1	Application Form/Interview

3	Experience		
3 a)	Demonstrable successful experience of strategic and operational management of partnership provision within the UK higher education sector – or industry equivalent.	Priority 1	Application Form/Interview
3 b)	Relevant credible teaching, course delivery and academic leadership experience	Priority 1	Application Form/Interview
3 c)	Proven successful experience of delivering excellence in learning, teaching and assessment within the higher education sector	Priority 1	Application Form/Interview
3 d)	Experience in quality assurance and enhancement and record of demonstrable success in the leadership of academic teams	Priority 1	Application Form/Interview
3 e)	A successful record of innovative achievement in learning and teaching in higher education	Priority 1	Application Form/Interview
3 f)	Familiarity with the OfS regulatory framework as it relates to the management of collaborative provision	Priority 1	Application Form/Interview
3 g)	Recent experience of the recruitment, selection and induction of academic and professional staff within the higher education sector	Priority 1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work with others as a team member and be a credible leader	Priority 1	Interview
4 c)	Able to communicate effectively with colleagues and clients – both written and verbal	Priority 1	Interview
4 d)	Creative innovative and adaptable in a challenging environment	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 f)	Sensitive to individual needs and cultural differences	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, the Bribery Act and UKVI and Prevent	Priority 1	Interview
5 c)	Awareness of the requirements of Health & Safety within the work environment	Priority 1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	Priority 1	Interview
5 f)	Able to travel nationally and internationally in order to meet the requirements of the service	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required