

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF SCIENCE & ENGINEERING**  
**SCHOOL OF ENGINEERING**  
**SCHOOL OF ENGINEERING ADMINISTRATION**  
**VICE DEAN & HEAD OF SCHOOL OF ENGINEERING**  
**VACANCY REF: SAE-022478**

<b>Salary:</b>	Grade 9E £69,562 to £75,993 per annum, depending on relevant experience
<b>Hours:</b>	1 FTE
<b>Duration:</b>	Fixed term for 36 months
<b>Location:</b>	Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

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**Overall Purpose:**

The Vice-Dean and Head of School is a strategically critical role within the University. The School is the context in which most staff will operate and the post holder will provide the academic leadership and management to ensure that the School makes a full contribution towards the research, teaching and learning, student experience, social responsibility and EDIA objectives of the Faculty and the University. The Vice-Dean and Head of School will be a member of the Faculty Leadership Team and will interact extensively with other members of that team.

**Key Duties/Responsibilities:**

The key duties and responsibilities of Vice-Dean and Head of School include the following:

**Leadership**

- Demonstrating full commitment to the realisation of the vision of the University and Faculty in the context of the School;
- Promoting interdisciplinary working, new areas of research and teaching and innovative degree programmes in keeping with the spirit of the Faculty and University;
- Working closely with the Heads of Department to ensure cohesion between the Departments across the School;

- Working closely with the relevant Teaching, Research and Social Responsibility Vice Deans to ensure cohesion between the research, teaching and social responsibility activity in the School and the cross-cutting theme(s);
- Actively promoting the interests of the School both within the University and externally, but retaining a close perspective of the wider University and Faculty priorities;
- Promote and lead improvement in equality, diversity and inclusion in all areas.
- Represent the School within the Faculty and University and represent the Faculty and University within the School.

### **Strategic and Academic Planning**

- Defining the objectives and priorities for the School in terms of research and teaching, in collaboration with the Dean, Vice Dean Research and Vice Dean Teaching and Learning and in consultation with academic staff;
- Keeping under regular review the teaching and research programmes of the School to ensure that specific objectives and performance targets are being met;
- Contribution to the development and delivery of the Faculty strategic plan;
- Ensuring that the strategies of the School are consistent with those of the Faculty and University;
- Responsibility for quality assurance within the School and, in particular, for ensuring that University procedures are followed appropriately;
- Ensuring that appropriate links are maintained with subject and professional bodies and that professional courses meet or exceed the expectations of professional bodies.

### **Management of the School**

- Managing the School in an efficient, structured, open and transparent way;
- Setting the agenda for the School in terms of the objectives of teaching, research, knowledge transfer and social responsibility;
- Promoting effective working partnerships between academic and Professional Support Services staff;
- Consulting with staff as appropriate on matters of legitimate concern and encouraging them to be involved in the life of the School;
- Ensuring compliance within the School with all University policies and procedures, and the provisions of the Charter, Statutes, Ordinances and Regulations;
- Responsible for ensuring that the School meets agreed targets including student recruitment targets, financial targets and any other agreed performance indicators;
- Fostering public engagement in the work of the School.

### **Personnel**

- Playing an active role in the recruitment and appointment of high calibre staff to the School and develop a School and Faculty level strategic staffing plan;
- Creating a supportive environment within the School which encourages the development and success of staff at all levels;
- Promoting equality and diversity in employment in the School in accordance with the policies of the University and ensuring their implementation within the School;
- Promoting the interests and well-being of all staff in the School;
- Overall responsibility for the deployment of staff within the School and the allocation of duties;

- Ensuring that probationary staffs receive appropriate support and guidance, including formal induction, and overseeing the production of recommendations for confirmation of appointment;
- Ensuring that all staff within the School undergo a performance development review, at least annually and more often as required to support the delivery of targets, and are set appropriate targets in consultation with the relevant Head of Department or Research or Teaching & Learning leads, as appropriate;
- Making recommendations with regard to promotions and rewards;
- Ensuring that procedures relating to discipline and grievance are followed, as necessary, for staff;
- Managing the School's arrangements for approving study leave and requests from academic staff for permission to undertake outside work.

### **Students**

- Responsibility for the arrangements for the recruitment, admission, academic support, welfare and progression of students;
- Responsibility for the arrangements governing the teaching and study of the subjects assigned to the School;
- Ensuring that procedures relating to discipline and grievance are followed, as necessary, for students;
- Promoting equality and diversity in education in the School in accordance with the policies of the University.

### **Financial/Estate**

- Responsibility for the School's financial resources (including control of the School budget), ensuring they are deployed in an efficient and cost-effective way to achieve the objectives of the School, the Faculty and the University;
- Ensuring that the School operates within the Financial Regulations of the University, whilst also ensuring that procurement issues are fully and properly managed;
- Ensuring the efficient use of space and the development of the School's facilities.

### **Health and Safety**

- Ensuring that a safe working environment is provided for students and staff within the School;
- Responsibility for health and safety procedures in operation in the School and ensuring that they are adhered to. The VD-HoS will be a member of the Faculty Health, Safety and Well-being Committee.

### **School of Engineering (SoE)**

The School of Engineering was formed in 2018 and is one of two Schools in the Faculty of Science and Engineering. Its vision is to be a diverse School of Engineering building a reputation as a top research-intensive and impactful organisation that offers a consistently high-quality student experience. Impact is a critical and strong element of our School, where a high proportion of our research and teaching has near term societal, environmental, policy and industrial importance.

The School's student and staff community is vast and diverse with around 7,000 students, 580 academic and research staff and 200 professional services staff. The School teaches large home and international cohorts of students from around 150 different countries, across Aerospace, Chemical, Civil, Electronic, Electrical and Mechanical, Engineering, Computer Science and Project Management. In addition to this, it delivers technical masters programmes

in areas from manufacturing and engineering design to renewable energy systems, communications and signal processing to the management of projects and it works with over 900 PhD research students who are at the cutting edge of their fields.

The School recently celebrated a very successful REF outcome and is internationally-recognised in many fields including brain-mimicking neuromorphic computing, nuclear engineering, robotics, climate change mitigation and catalysis.

It has five research themes that include Net zero and environmental sustainability; Robotics, autonomous systems and artificial intelligence; Health/bio-engineering; Digital engineering and advanced manufacturing and Engineering Materials.

Diversity and inclusion are a particular focus for the School. Work is underway in the School to improve the representation of minority groups in leadership positions and rebalance our student body's gender balance. In line with the University's ambition, the School's staff and students take social responsibilities very seriously, with a high level of engagement in many outreach and volunteering activities.

### **PERSON SPECIFICATION**

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

#### **Organisational Leadership**

- Has a strong commitment to the goals and vision of the Faculty and University;
- Creates a sense of unity and common purpose;
- Actively works to build teams and relationships across both PSS and academic staff;
- Someone who treats all staff and students fairly, enabling them to realise their full potential;
- Looks beyond the boundaries of the School and Faculty in promoting interdisciplinary working;
- Ability to effectively implement and manage change.

#### **Academic Grounding**

- A person of academic standing with a track record of high achievement that commands the respect of colleagues within the School, Faculty, University and externally;
- A strong commitment to promoting excellence in research and teaching and learning across the School.
- A strong commitment to social responsibility and equality, diversity, inclusion and access.

#### **Personal Qualities**

- Has personal resilience and can cope with pressure in the face of contradictory and different views;
- Thinks strategically, and gains the agreement of colleagues to strategic decisions;
- Honest and open with a high level of personal integrity;
- Effective communicator;
- Consults with colleagues at all levels on a regular basis, and listens;
- Knows when to take advice;
- Builds effective partnerships with staff;
- Well organised and committed to getting the job done;
- Firm but fair in tackling difficult management issues;
- Strong personal commitment to equality and diversity in education and employment.

**Experience**

- A proven track record of managing diverse views and resources in a university environment;
- Previous experience as a Head of Department or School (or an equivalent unit) would be an advantage.