



Job title	Head of School	Job family and level	Research and Teaching Level 7
School/ Department	School of Sociology and Social Policy	Location	University Park

Purpose of role

To lead, inspire and develop the School, with and through its leaders, to ensure it achieves the highest possible standards of excellence in all its activities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	
1	<p>Personal Responsibilities</p> <ul style="list-style-type: none"> ▪ Demonstrate strategic leadership, acting as a consistent role model. ▪ Develop and provide leadership of a strong School Leadership Team. ▪ Line manage the School Leadership Team in accordance with delegated responsibility from the Faculty PVC; setting appropriate goals and accountabilities. ▪ Be accountable to the FPVC for all aspects of the performance and running of their School. ▪ Be accountable for resource and budget management, as devolved by the Faculty PVC, for the effective planning, management and delivery of target budgets allocated. ▪ Develop the educational and research capacity and talent of the school; working with the Faculty PVC and APVCs as appropriate. ▪ Actively contribute to the Faculty Executive and Faculty Board and the overall leadership and management of the Faculty, including strategic planning and direction setting. ▪ Undertake functional responsibility for specific agreed Faculty cross cutting activities when requested. ▪ Engage in on going personal development relevant to the role. 	
2	<p>Responsibilities to be delivered through the School Leadership Team/other School leaders</p> <p>Alongside the FPVC and APVCs, and with help and support from other leaders within the School to:</p> <ul style="list-style-type: none"> ▪ Develop and implement the academic strategy and subject matter discipline of the School; ensuring that the School's strategy is in line with University and Faculty strategic plans and direction. Embed internationalisation as appropriate. ▪ Promote and represent the School, Faculty and University both internally and externally. Role model the culture and ethos of the University to enhance its 	

	<p>reputation. Provide an external voice for the School and promote international partnerships.</p> <ul style="list-style-type: none"> ▪ Contribute to University led activities on behalf of the School, for example Senate and Senior Leaders Forum. Serve as a point of contact between the University, the Faculty and the School. 	
3	<p>Deliver Excellence via others</p> <p>Research</p> <ul style="list-style-type: none"> ▪ Enable achievement of the University and Faculty's research strategy/priorities. Facilitate a dynamic and forward looking research environment which fosters integration and collaboration. ▪ Develop and maintain the highest research standards. ▪ Ensure the highest levels of quality, integrity and ethics in all research undertaken. ▪ Maintain oversight of REF preparations, grant capture and study leave. <p>Teaching and Students</p> <ul style="list-style-type: none"> ▪ Ensure the continuous improvement of teaching and learning to provide the best possible teaching and student experience. ▪ Ensure effective curriculum design, assessment practices and educational enhancement, ▪ Work in partnership with professional services and academic colleagues to ensure adherence with Quality Assurance and regulatory requirements, including APP and School Enhancement Planning. ▪ Ensure students are at the heart of the University and that opportunities are identified that can enable students to be included in appropriate decision-making processes. ▪ Deliver student recruitment targets, in conjunction with central admissions teams. ▪ Effectively dealing with Student complaints. <p>Knowledge Transfer</p> <ul style="list-style-type: none"> ▪ Enable others to create and exploit new opportunities for knowledge transfer activity to secure additional income streams and new areas of research/teaching. 	
4	<p>People Management</p> <ul style="list-style-type: none"> ▪ Engender a values-based culture driving excellence in staff engagement, communications, equality, diversity, dignity, inclusion and wellbeing, within and beyond the School environment. Foster an ethos of cooperation, collaboration and mutual respect. ▪ Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the School/Department. ▪ Develop and deliver appropriate structures for management, consultation, decision making and communication with staff and students. ▪ Provide people-focused leadership; creating and setting a vision for the future which staff understand and engage with. ▪ Facilitate the development and empowerment of all staff supporting them to excel. ▪ Develop and deliver the School's people planning (including ensuring appropriate resources are in place). ▪ Ensure that staff performance is appropriately managed and that fair workload allocation is in place. ▪ Ensure all staff in the school are appropriately managed, where needed following relevant HR policies and tackling issues of complaints and conflict in a timely and appropriate manner. 	

	<ul style="list-style-type: none"> ▪ Implementing a recruitment strategy in consultation with the Faculty. 	
5	<p>Financial Management</p> <ul style="list-style-type: none"> ▪ Empower the School's Senior Team to manage devolved budgets and income and expenditure to promote financial sustainability and drive growth of income and/or value for money requirements in line with agreed KPIs. ▪ Work with the Faculty and University in its annual planning cycle, including performance review and assessment, strategic planning, student number planning, and budget allocation and staffing decisions. 	
6	<p>Health and Safety Policy</p> <ul style="list-style-type: none"> ▪ Be responsible for Health and Safety within the School. Create a positive, open and supportive health and safety culture where staff at all levels proactively engage with their own and others safety and health, aligned to current University policies, processes and best practice. 	
7	<p>Governance / Assurance</p> <ul style="list-style-type: none"> ▪ Ensure that all appropriate University policies, operating procedures and regulations are implemented. 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ People centered leadership skills. ▪ Commitment to a 'one university' philosophy of leadership and decision making ▪ Commitment to equality of opportunity for all. ▪ Strategic thinker, with effective analytical capability to facilitate conceptual thinking, innovation and creativity. ▪ Effective communication skills. ▪ Able to delegate and manage a number of competing demands ▪ Flexible and willing to adapt to changing circumstances. ▪ Ability to exercise judgement, make decisions and take appropriate risks (which are in the best interests of the School and the University). ▪ Solution focused. 	<ul style="list-style-type: none"> ▪ Skills in coaching and developing others in best practice techniques. ▪ Good ambassadorial and diplomatic skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of managing staff, with the ability to lead, whilst working as a member of a team. ▪ Ability and drive to lead, motivate, develop and manage the performance of a team to achieve high performance. ▪ Ability and drive to plan and lead the delivery of research and teaching 	<ul style="list-style-type: none"> ▪ Professorial level in relevant area. ▪ Experience and capability to act as a role model in the areas of research and teaching as appropriate. ▪ Established and widely recognised for excellence in relevant field.

	<p>programmes and to develop sources of funding.</p> <ul style="list-style-type: none"> ▪ Strong academic record and standing. ▪ In addition to the essential criteria stated above the applicant must also be able to show evidence a minimum of 2 of the 4 criteria below: <ul style="list-style-type: none"> ○ Experience in leading the design of research techniques and methods. ○ Previous experience and success in raising and managing grants and contracts. ○ Proven experience of developing/implementing innovative teaching and learning experiences. ○ Experience of delivering high quality student experience in the teaching and learning discipline. 	
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ A PhD or Professional Doctorate in a relevant academic area 	<ul style="list-style-type: none"> ▪ Professorial level in relevant area. ▪ Experience and capability to act as a role model in the areas of research and teaching as appropriate. ▪ Established and widely recognised for excellence in relevant field.

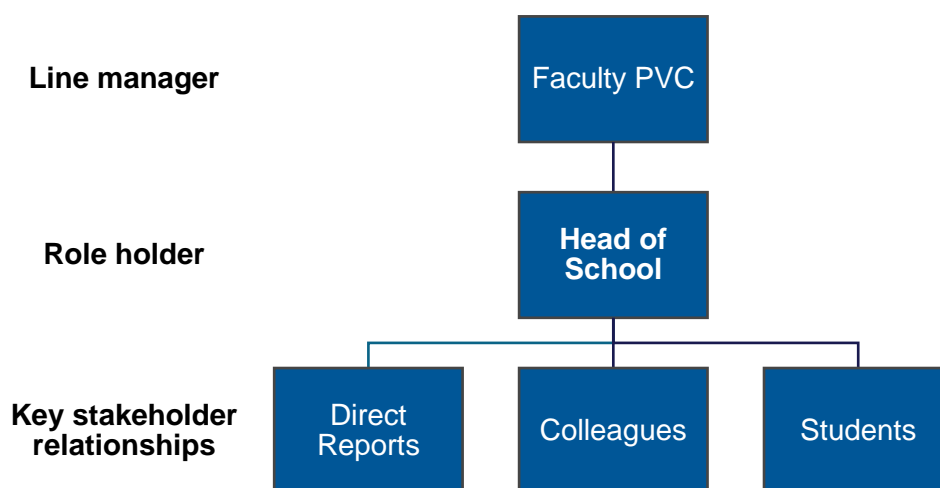


Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others





Job title	Professor in Sociology	Job family and level	Research and Teaching Level 7
School/ Department	Sociology & Social Policy	Location	Law and Social Sciences Building, University Park Campus

Purpose of role

The purpose of this role is for you to contribute to the strategic leadership of the School of Sociology and Social Policy, and the development of research, knowledge exchange, education and the experience of Sociology students in particular. A role at this level will have a significant impact on the direction, strategy, objectives, and performance of the University by making the best possible use of available resources to meet the current and future needs of the University, the Faculty of Social Sciences, and the School. You are expected to have a substantial impact on the development of Sociology at the University of Nottingham by providing leadership to the Sociology team.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research and Knowledge Exchange</p> <ul style="list-style-type: none"> Contribute to, and potentially lead, the development and communication of a clear vision for Sociology within the School of Sociology & Social Policy, in the light of the University's strategic plan. Lead and support funding bids to a diverse range of funders in order to develop and sustain externally-funded research in Sociology. Take an active role in knowledge exchange and other activities designed to maximise the impact of research, for example by organising national and/or international conferences, workshops and seminars. Develop and, where appropriate, lead collaborative research partnerships with colleagues from within the School of Sociology & Social Policy, the Faculty of Social Sciences and the wider university and/or other educational institutions and external bodies. Maintain and further develop an international reputation as a research leader in Sociology through original published research outputs of international or world-leading quality. 	32 %
2	<p>Education and Student Experience</p> <ul style="list-style-type: none"> Contribute to teaching at all levels, including on undergraduate and postgraduate taught programmes and the supervision of postgraduate research students. 	

	<ul style="list-style-type: none"> • Demonstrate innovative and leading-edge approaches to teaching, learning and assessment in keeping with the educational standards of the School and in accordance with established quality frameworks including relevant QAA subject benchmarks. • Contribute to, and potentially lead, the development and communication of the undergraduate and postgraduate curriculum in Sociology and other subject areas, in line with the business needs of the School. • Provide leadership and support to members of the Sociology teaching team. • Take a lead in the development and dissemination of best practice in teaching, learning, assessment and student support in the School, the Faculty and the wider University. 	32%
3	<p>Academic Leadership and Administration</p> <ul style="list-style-type: none"> • Play an active role in University governance and decision-making and contribute to the development of policy and practice across the University, including by membership of relevant committees and other bodies. • Provide intellectual leadership within the School of Sociology & Social Policy and Sociology subject group, for example by providing direction and mentoring for early career colleagues and by fostering inter-disciplinary working across the School and the wider University. • Make a significant contribution to developing the reputation and successful operation of the School by taking on a leading academic administrative role in the School and playing an active part in citizenship activities in and beyond the School as a member of the wider scholarly community in Sociology. • Lead and develop internal and external networks to foster collaboration, share information and ideas, and promote Sociology, the School of Sociology & Social Policy, and the University. 	31%
4	<p>Other</p> <ul style="list-style-type: none"> • To undertake other duties as requested by the Head of School, in order to discharge the School's responsibilities towards students and staff and to achieve the strategic aims of the School and University. 	5 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High-level capability in conceptual thinking, innovation and creativity. ▪ Experience of successfully coaching, mentoring and supporting others in the development of best practice in research, teaching and other aspects of academic activity. ▪ Proven ability to lead, motivate, develop, and manage the performance of a team. ▪ Proven ability to plan and lead the delivery of research and teaching programmes. ▪ Proven success in teaching and supervision in Sociology at all levels within an established quality framework, including in a blended learning environment. ▪ Proven ability to motivate and provide pastoral care to students at all levels. ▪ Proven ability to design and make effective use of high-quality and up-to-date course materials to encourage and support active student learning. ▪ Proven ability to obtain funding for research, including from external sources, to lead research teams and to present findings at national and international conferences and publish in leading peer-reviewed national and international outlets. ▪ Proven ability to explain complex ideas and information clearly and concisely using a range of media. ▪ Proven ability to communicate with a diverse staff body. 	<ul style="list-style-type: none"> • Skills in leadership and management within higher education, gained through completion of relevant training.
Knowledge and experience	<ul style="list-style-type: none"> ▪ In-depth knowledge of the broad field of Sociology to enable the development of new knowledge, innovation and understanding in the field. ▪ Established track record of success in designing, obtaining funding for, carrying out and writing up research in Sociology. ▪ Experience of presenting work and writing for publication in Sociology 	<ul style="list-style-type: none"> ▪ Experience of work at a senior strategic level in a university context. ▪ Experience of producing high-quality impact case studies. ▪ Experience of working with non-academic partners to ensure the impact and effectiveness of knowledge exchange activities.

	<p>in leading international peer-reviewed outlets and international conferences</p> <ul style="list-style-type: none"> ▪ Experience and demonstrated success in delivering teaching in Sociology at postgraduate and undergraduate levels within an established quality framework. ▪ Experience of providing academic and pastoral advice and support to students. ▪ Established national and international reputation for research and/or teaching. ▪ A record of supervising postgraduate research students to successful completion. ▪ A good understanding of university management systems and the wider higher education environment. ▪ Experience of leadership and a track record of delivering change and innovation in research and/or teaching in Sociology. 	<ul style="list-style-type: none"> ▪ Previous success in knowledge transfer to external partners, including media experience.
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ PhD (or equivalent) in Sociology. ▪ PGCHE, Fellowship of the HEA, and/or an equivalent qualification in teaching. 	<ul style="list-style-type: none"> ▪ Senior Fellowship of the HEA. ▪ Membership of a professional body or learned society (e.g. the British Sociological Association).



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