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**Faculty of Business & Law**

**Portsmouth Law School**

**Professor and Head of School of Law**

**ZZ602377**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

**The Professorial role is a permanent position with the Head of Economics and Finance being a 5 year fixed term renewable position.**

Salary is competitive and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

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There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Head of School |
| **Faculty/Centre:** | Faculty of Business and Law (BaL) |
| **Department/Service:**  **Location:** | Portsmouth Law School  Richmond Building |
| **Position Reference No:** | ZZ602377 |
| **Responsible to:** | Dean of Faculty |
| **Responsible for:** | Academic staff and students within School |
| **Effective date of job description:** | February 2021 |

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| **Purpose of Job:** |
| Head of School is a senior appointment in the University. The primary function is to provide leadership and strategic planning, to manage resources and processes, and to facilitate a collegiate and productive working environment at the School level. These functions are exercised within the context of wider strategic and operational plans of the Faculty and University and in the context of emerging priorities. Heads have a key role to play in ensuring the quality of the student learning experience and staff performance. They are also expected to play an active role in the wider business of the Faculty and University and to work closely with key senior colleagues. By negotiation, and as appropriate, Heads of School may make a contribution to the work of the School through teaching, research and knowledge transfer and other activities normally up to 20% of the time. |

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| **Key Responsibilities:** |
| **Roles and Responsibilities**  The key departmental roles of the Head are in the areas of academic leadership, strategy and policy development, resource management and the quality of the student experience. It is recognised that the balance between these activities may vary according to specific School and Faculty circumstances.  Each of the different categories is associated with a number of general responsibilities in which strategic positions are translated into operational procedures. Heads are ultimately accountable for these responsibilities but may devolve authority for decisions to other colleagues in the Schools. In addition, the extent to which responsibilities are devolved will be dependent on the size and complexity of Schools.  **Academic Leadership:**  Heads are responsible for providing leadership of the academic provision including pedagogy, research and knowledge transfer and curricula development. This will involve fostering an appropriate ethos and culture within their School resulting in effective, innovative academic practice and effective working relationships. The Head will also be responsible for determining and managing an effective departmental organisational and committee structure and managing this structure to ensure fitness for purpose. Heads will be responsible for maintaining and enhancing the ongoing quality of all departmental activities including the implementation of quality assurance processes and the maintenance and enhancement of academic standards. Heads are expected to represent the School to the University, and discharge an ambassadorial role by maintaining and enhancing the standing and reputation of the School to external academic, professional and employer communities and to potential students.  **Strategy and Policy Development and Implementation:**  Heads are responsible for establishing, implementing and reviewing School strategic plans in line with Faculty and University strategic plans, with reference, for example, to key strategies in relation to learning and teaching, student support, research and KT, curriculum and resource and financial management. They are also instrumental in establishing, implementing and reviewing local policy within the wider University framework and seeking compliance with general University policies and regulatory framework in relation to, for example, finance, health and safety, equal opportunities, employment matters and information technology.  **Quality of Student Learning Experience:**  Heads are responsible for the quality of the student experience from initial marketing and recruitment stages through to graduation. This will include responsibilities for the provision and review of appropriate support arrangements, of relevant programmes and effective learning opportunities designed to promote the academic development of students, the quality and effectiveness of communication with students and actions in response to student feedback.  **Resource Management:**  Heads have responsibility for the acquisition and management of resources (academic staff, finance, space and equipment). The management of academic staff will involve ensuring that effective annual staff PDRs are conducted and staff development plans implemented, determining equitable workloads, managing performance against agreed objectives, providing advice on staff re-grading issues and ensuring that staff work productively within a supportive environment. The Head will be responsible for managing revenue budgets, producing financial and investment plans, encouraging income generating activities and managing the School infrastructure and equipment needs. |

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| **Working Relationships:** |
| Dean of Faculty  Associate Deans (Academic, Students and Research)  Faculty Manager  Senior Departmental Administrator  Heads of Group within BaL  Heads of relevant Central Services |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of the role of the School in implementing the University’s Strategic Plan. | E | AF,P,S |
|  | Understanding of University’s processes for staff and student recruitment, appraisal, academic planning, quality assurance. | E | AF,P,S |
|  | Understanding of the national context for Higher Education. | E | AF,P,S |
|  | Understanding of the wider strategic and operational plans of the Faculty and University. | E | AF,P,S |
|  | Experience of chairing committees and meetings. | E | AF,S |
|  | Record of academic achievement and evidence of continuing scholarly activity. | E | AF,S |
|  | Experience of line management and/or academic leadership relating to course and curriculum development and administration. | E | AF,S |
|  | Understanding of University funding and financial processes. | D | AF,P,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent management skills and the ability to delegate responsibilities effectively. | E | AF,P,S |
|  | Ability to plan strategically for the management of all resources and processes (staffing, finance, space and equipment). | E | AF,P,S |
|  | Ability to facilitate a collegiate and productive working environment within the School. | E | AF,P,S |
|  | Ability to produce clear, concise documentation and the ability to communicate to a range of individuals and groups, within and beyond the School and Faculty. | E | AF,P,S |
|  | Ability to apply analytical and problem solving skills to a range of contexts. | E | AF,P,S |
|  | Ability to represent the School in a Faculty or University context, as well as externally. | E | AF,S |
| **3.** | **Qualifications Education and Training** |  |  |
|  | Higher degree in appropriate discipline or equivalent academic or professional qualification. | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to the development of high quality teaching, research, knowledge transfer and scholarship. | E | AF,P,S |
|  | Commitment to supporting staff in the School and to providing a high quality student learning experience. | E | AF,P,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Professor Jeremy Howells |
| **Date** | 03 March 2021 |
| **Extension number** | x4057 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.