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**Faculty of Business and Law**

**Marketing and Sales**

**Head of Marketing and Sales Subject Group**

**ZZ602111**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-Time**

Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

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>

There is a probationary period of 12 months during which new staff are expected to demonstrate their suitability for the post.

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 mustbeyour 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.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Head of Marketing and Sales Subject Group |
| **Grade:** | Competitive salary  |
| **Faculty/Centre:** | Portsmouth Business School (PBS) |
| **Department/Service:****Location:** | Subject Group |
| **Position Reference No:** | ZZ602111 |
| **Cost Centre:** | 40100 |
| **Responsible to:** | Dean |
| **Responsible for:** | Academic staff in the Subject Group |
| **Effective date of job description:** | January 2016 |

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| **Purpose of Job:** |
| To work as part of the Portsmouth Business School’s senior management teams to provide strategic direction, leadership and management of the Subject Group. To manage staffing and to facilitate a collegiate and productive working environment. 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 Subject Groups will make a contribution to the work of the Faculty through teaching, research and knowledge transfer and other activities normally up to 40% of the time. |

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| **Key Responsibilities:** |
|  **Strategic*** To be a member of the Faculty executive management teams contributing to the ongoing development of the wider Faculty strategy in line with the University strategic objectives
* To provide leadership within the Subject Group and, more widely, within the School, and Faculty
* To contribute to planning and implementation of the Faculty's strategies and policies as part of the Faculty Executive Management team
* To set, monitor and review operational targets for the Subject Group
* To measure the Subject Group’s performance, to maintain, and improve where appropriate, standards within areas of responsibility
* To lead the strategic development of the subject area as it is reflected in the programmes and units offered.
* To promote collegiality and mutual recognition of the diverse contributions from individual staff members towards achievement of the Faculty's aims and strategic plan
* In conjunction with the Head of Undergraduate Programmes, Head of Postgraduate Taught Programmes and the Dean, to allocate academic staff duties and resources within the Subject Group taking into account levels of staff grade, knowledge, skill and experience
* Promoting the subject area outside of the University to raise the subject profile and Portsmouth’s profile within this

 **Leadership, management and people development*** To provide leadership in research, scholarship and curriculum innovation
* To ensure Performance Development Reviews are carried out for non-professorial staff agreeing individual objectives and development needs that support institutional aims and goals
* Regularly review development plans with staff to encourage timely application of new knowledge and skills
* To ensure that all team members are aware of and work to local and university policy
* To manage performance and sickness absence in line with University policy
* Annual review of staff workloads and co-ordinating annual teaching observations within the Subject Group
* Identification of the need for new staff, recruitment, induction and development of new academic staff within the Subject Group

**Research*** Promoting research, knowledge transfer and scholarly activity in line with the Faculty's Research Strategy
* Directly contribute to the research and scholarship output of the Subject Group

**Quality and the Student Learning Experience*** Maintaining an oversight of the Subject Group's students' satisfaction, and achievement.
* Maintaining an oversight of Professional Body relationships where relevant
* Working with relevant Course Leaders and External Examiners to support curricular and pedagogic development of the Faculty's academic programmes
* Responding to student concerns in relation to staffing matters
* Maintaining an oversight of the performance of Course Leaders' within the Subject Group in fulfilling the duties of course leadership
* Chairing a regular series of Subject Group meetings to plan, review, evaluate and coordinate implementation of the Subject Group's activities and to update staff on changes to regulations, policies, procedures and practices

**General*** In conjunction with the Heads of Undergraduate/Postgraduate Taught Programmes, involvement with the recruitment, induction and training of academic staff
* Act as a mentor to colleagues within the Faculty
* Communication of budgetary needs to the Dean and input into Faculty budgets
* Liaise with relevant support staff who work with the Faculty to ensure appropriate communication and awareness of change and excellent service of the Subject Group's academic and research needs
* Be responsible for assessing and managing risk, in line with the University’s Risk Management Policy and to escalate matters where necessary
* To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others.
* To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances
* Be responsible for assessing and managing risk, in line with the University’s Risk Management Policy and to escalate matters where necessary
* Fulfillment of other duties as reasonably requested by the Dean
* Responsible for own continual professional development in the subject discipline and the requirements of the role
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| **Working Relationships:** |
| Dean of FacultyAssociate Deans Faculty ManagerFaculty AdministratorsHeads of Subject Groups within PBSHeads of Department in other Faculties as appropriateHeads 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 Subject Group in implementing the Faculty’s Strategy. | E | AF,P,S |
|  | Understanding of University’s processes for staff and student recruitment, performance and development review, academic planning. | 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. | D | AF,S |
|  | Record of academic achievement, research profile and evidence of continuing scholarly activity. | E | AF,S |
|  | Experience of line management and/or staff leadership. | E | AF,S |
|  | Understanding of University funding and financial processes. | D | AF,P,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent management and leadership skills and the ability to delegate responsibilities effectively. | E | AF,P,S |
|  | Ability to plan strategically for the management of key divisional resources and processes (staffing, finance, space and equipment). | E | AF,P,S |
|  | Ability to facilitate a collegiate and productive working environment within the Subject Group. | 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 Subject Group 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 Subject Group in a Faculty or University context, as well as externally. | E | AF,S |
|  | Excellent team working, interpersonal and presentation skills | E | AF,S |
| **3.**  | **Qualifications Education and Training** |  |  |
|  | A doctoral qualification in an appropriate discipline, or a commensurate level of research achievement. | E | AF |
|  | Relevant professional qualification. | D | 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 Faculty 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%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 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 Gioia Pescetto |
| **Date** | 9/6/16 |
| **Extension number** | 4057 |

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.