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| **Description and Person Specification**  **Academic/Professional Services Staff** |
| **Job title: Head of Academic Department of Business**  **Department: Business**  **Pay Band: F**  **Line Manager:** The Dean |
| **Role Purpose:**  To lead, develop and manage the portfolio of undergraduate and postgraduate courses in the department of Business*,* ensuring that their direction, design and curriculum are fully aligned with Ravensbourne’s Strategy and Academic Plan; that they are innovative and responsive to industry needs; and that agreed KPI’s are met.    To provide strategic and operational leadership for the Department that covers a wide range of disciplines.    To line manage and develop the team of course leaders, and to contribute to the wider strategy, development and planning in the Department.  To provide strong academic leadership and vision for the Department driven by a commitment to Teaching and Student Experience, Academic Partnership Activity, and Research and Knowledge Exchange.  To work with partner organisations and the Head of Academic Partnerships and link tutors to successfully support their academic activity.  To contribute to the development of new course provision and delivery modes |
| **Responsibilities**  Strategy Development and Delivery   * Work with the Dean to develop and deliver on the Department strategic priorities. * Work with the Dean and manage Department budget and resource planning. Manage the budget, delegating to course leaders where appropriate and monitoring expenditure to ensure the budget target is achieved at year-end, escalating any issues in order to ensure they are managed appropriately. * As a member of the university senior leadership team, support the development, deployment and delivery of the university’s strategy and business plan. * Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies and targets at Department/School level. * Develop academic and industry partnerships, both in the UK and internationally.   Professional Leadership   * Act as an adviser to the Dean on relevant areas of responsibility, ensuring that expert professional knowledge is maintained. * Lead in institutional committees and sub-groups, working groups and project boards/teams as required.   Department Management and Planning   * Under the direction of the Dean, plan, organise, monitor and review the business operations, resources and income generation for the Department in order to deliver its aims and objectives. * Encourage and contribute to the inception, development and validation of new courses in and related to the programme area. * Line manage Course Leaders, ensuring that they are meeting their responsibilities, objectives and targets, and that their wellbeing and development is supported. * Oversee the recruitment selection and induction of staff – both salaried and sessional - required to deliver the courses. * Ensure that staff development needs are reviewed annually through the Annual Performance Review and Development (APRD) process and that staff are supported in engaging with agreed development objectives.   People Leadership and Management   * Manage, develop, provide leadership to the Course Leaders of School/Department and wider academic team. * Lead and motivate cross functional groups of people across the Department/School in order to secure a high level of individual, team and organisational performance. * Support staff in engaging in the Professional Skills Framework for career progression and development. * Resolve staffing issues escalated by Department academic staff. * Work internally with the Senior Leadership/Executive team to embed projects in the university.   Teaching and Student Experience/ Research and Knowledge Exchange   * Create opportunities for individuals and society. Attracting, retaining and empowering staff and students to act as leaders in the equality, diversity and inclusion (EDI) agenda. * Build Partnerships. Working in partnership to make, build and bring innovative solutions that will accelerate our progress across multiple contexts; and * Delivering Impact. Focusing on achieving short and medium-term milestones to help track our progress towards our goals whilst ensuring that they map to medium and long-term impact indicators. * Within the Department:   o Lead on the development and enhancement of curricula, policy or initiatives in teaching and learning, research and enterprise, employability outcomes and the student experience at the leading edge of practice.  o Lead in the development of national or international teaching or subject-related initiatives which impact staff and students.  o Lead in the acquisition and management of resources to support teaching, student experience or subject-related work.  o Champion and promote under the supervision of the Director of Teaching and Learning, the innovation in Learning, Teaching and Assessment including research-informed learning and teaching.   * Contribute to and support the development of teaching excellence across the institution. * Contribute to and support the development of research and knowledge exchange across the institution. * Support those staff engaging in Research and/or Knowledge Exchange activities.   Student Recruitment   * Supervise that appropriate strategies and plans are in place and implemented for the marketing and promotion of courses within the Department area. * Support effective student progression throughout the student lifecycle. * Monitor student recruitment numbers and take appropriate action as necessary.   Quality enhancement   * Ensure that course delivery complies with Ravensbourne’s own and external awarding bodies standards and regulations. * Support the development and implementation of the Learning and Teaching and Student Experience Strategies. * Chair progression, review and award boards, ensuring that course teams deliver grades to Registry in a timely manner and that the progression boards deal with all issues effectively. * Ensure representation at relevant institutional and external committees.   Personal and Institutional   * Participate in the APRD process. * Engage in personal research and knowledge transfer activity relevant to subject and professional expertise. * Engage in personal and professional development relevant to role, course, programme, school or institutional needs. * Undertake other duties consistent with the role as may from time to time be assigned. * Demonstrate understanding of Ravensbourne’s values, culture and educational ethos and promote these through everyday practice in the role. * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work, and show commitment through everyday practice in the role. * Work in accordance with, and promote Ravensbourne’s environmental sustainability policy and practices. * Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate. |
| **Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**  Deputy Vice Chancellor, Dean, Heads of Department, Director of Teaching and Learning, Course Leaders, Directors of professional services.  Heads of Marketing, Registry, Student Services, Quality, Recruitment, Admissions, International and Commercial, Alumni & Development, IT, Facilities. |
| **Resources Managed**  Budgets: Department budgets  Staff: Course Leaders and academic staff |

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| **Person Specification** |
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| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Education**  **Minimum Qualification Required :**  A Degree, appropriate professional qualification or equivalent.  A post-graduate qualification (preferably a relevant doctorate)  A PGCE or HEA accreditation or the ability to achieve one of these | X  X  X |  |
| **Professional qualifications/experience**  Current knowledge and understanding of the *business* industries and experience of working in one or more areas within the *subject area* industries  Experience of *business and management* planning processes.  Extensive experience of conducting a leadership and management role preferably in higher education and/or in relevant area of professional expertise including performance management.  Understanding of the relationship between provider and customer, and the expectations of the recipient of a service.  Experience of quality assurance and quality enhancement structures, processes and implementation.  Experience of the issues relating to widening participation and student retention.  Experience of the new product development process and its relevance to academic and business contexts.  Experience of business planning, the forecasting of student numbers and resource requirements associated with an expanding or contracting portfolio.  Experience of innovation in learning and teaching in higher education and an ability to evaluate and embed new initiatives successfully.  Experience of managing academic partnership activity ensuring that the student experience in the partner institution was of a high quality | X  X  X  X  X  X  X  X  X  X |  |
| **Higher Education knowledge**  **Academic and Technical Knowledge and Know-How**  **Subject Knowledge and its Application**  Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of keeping up to date in the application of that knowledge, for teaching and other aspects of the role  **Inter-Disciplinarity**  Understands inter-disciplinary and convergent processes in creative and digital activities, and demonstrates a commitment and ability to ensure this is reflected in the educational offer  **Applied Research and Knowledge Transfer (including Consultancy)**  Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of applying that knowledge in an industrial/professional practice context  **Planning and Managing Student Events**  Ensures that the work of existing and graduating students is presented and promoted effectively to a wide range of audiences, through an innovative programme of events and activities  **Professional Context**  Develops and maintains an understanding of how developments in the professional, legal, regulatory and educational contexts impact upon own role specifically, and Ravensbourne more generally  **Academic and Technical Educational Delivery, Systems and Processes**  **Teaching and Learning**  Combines subject content and learning and teaching methods in ways that fully enable learners to achieve their goals  **Student Recruitment, Admission and Induction**  Ensures that prospective students are attracted by Ravensbourne’s offer and assisted in making their choice; that they are selected fairly and in accordance with equality and diversity principles; and that they are enrolled and registered promptly and efficiently, and receive an effective induction  **Student Engagement**  Involves students fully in their educational experience by encouraging them to contribute as Course Representatives or Student Union Officers; participating in course evaluation and curriculum design; and helping them understand the nature of their educational experience, by setting realistic expectations  **Course Administration and Quality Assurance**  Supports the delivery of education to students by contributing to the efficient running of the programme, in accordance with Ravensbourne’s quality standards and procedure  **Course and Curriculum Design**  Designs and re-designs courses and associated curricula, bringing together digital technology and creative content in ways that ensure effective student learning and future employability  **Technical Equipment**  Ensures that all equipment in use is fit for educational purpose, and that new equipment is purchased cost effectively, installed safely, and regularly maintained  **Technical Tutor Support**  To facilitate the Technical Tutor service in supporting effective induction and Health and Safety awareness  **Industry and Educational Context**  To develops and maintains an understanding of how changes in both the relevant industries and higher and further education impact upon the role specifically and Ravensbourne more generally | X  X  X  X  X  X  X  X  X  X  X  X  X |  |
| **Enterprise and Support for Income Generation**  Understands the critical importance of income generation, in particular from student recruitment, and is alert to the opportunities for increasing income from existing or new sources, taking action as necessary. | X |  |

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| **Core Personal skills abilities and behaviours** | **Essential** | **Desirable** |
| **Management and leadership**  **Management and continuous improvement of operational delivery**  Leads and manages the operational delivery of a course or service, ensuring that standards are met and delivery continuously improved, to the satisfaction of those who pay for and/or receive the service  **Strategic and Business Planning and Implementation**  Leads and manages the identification, articulation and implementation of strategic and/or business plans    **Team Leadership and Management**  Leading and managing team(s) successfully towards specific agreed outcomes in ways that engage, motivate and develop team members  **Project Management**  Leads a project throughout its life cycle, using the methodology to ensure the Project achieves its agreed purposes.  **Resource Management**  Ensures that the resources required are available at the right time and in the right place, and appropriately monitored, so that the work can be done effectively and efficiently  **Staff Management**  Ensures that all staff managed are properly, deployed and developed in their role, and are enabled to make their contribution to the achievement of short and medium term objectives and longer-term organisational success  **Bidding for Funds**  Leads the process of bidding for project funding including the development of partnerships where required. | X  X  X  X  X  X  X |  |
| **Equality, Diversity & Inclusion**  Leads in creating an environment where equality, diversity and inclusion are central to work and delivery for staff and students.  Leads in delivering effective student wellbeing, achievement and pastoral care. | X  X |  |
| **Communication**  **Communicating and Relating to Others**  Communicates clearly both orally and in writing (including formal and informal written documents).  Can build and maintain effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon. | X |  |
| **Organisational Values**  **Team Working**  Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved.  **Future Focussed and Change-Ready**  Understands their current position in the broader environmental context and is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements. | X  X |  |
| **Problem Solving and Decision Making**  Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation | X |  |
| **Numeracy and Statistics**  Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand.  **Using IT**  **IT General**  Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a Virtual Learning Environment  **IT School Specific**  Has a strong understanding of the role and future potential of digital technology in the design industry.  **IT Project Management**  Strong IT skills including, if using online project management tools, an awareness of the functional specifications of these tools in managing projects, such as Basecamp.  **IT Hardware**  An awareness of audio visual input and output, including basic trouble shooting with adaptors (VGA, DVI), how to adjust and mirror laptop screen output to projectors, how to connect a range of peripheral devices such as mice, screens, Ethernet connections  **IT System**  Know how to search for and connect to a range of wireless network connections, how to change audio output and video and microphone inputs for a laptop. To be aware of home folders synchronization and to be guided to maintain good housekeeping in terms of location of folders on local and network drives. To be able to use cloud based services provided by Ravensbourne after instruction: Googlemail, Google documents, shared spreadsheets  **IT Software**  Know how to be able to launch applications successfully and close them again. To be able to use a range of different browsers effectively and appreciate their differences. To be able to save outputs from Microsoft Office programs in a variety of outputs supported by those programs, for the purposes of sharing. | X  X  X  X  X  X  X |  |

**This Job Description may be reviewed, and duties amended aligned with Ravensbourne’s requirements, any changes will be made in collaboration with the postholder.**

**Our Values**

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

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