**University of Essex**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Head of Department of xxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible to:</strong></td>
<td>Faculty Pro-Vice-Chancellor</td>
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<tr>
<td><strong>Responsible for:</strong></td>
<td>Overall responsibility for all Academic and Support Staff in the Department. Line management responsibility for: All Academic Staff Departmental Administrator [insert others]</td>
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<td><strong>Appraisal and Personal Development by:</strong></td>
<td>Faculty Pro-Vice-Chancellor</td>
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</table>

**Role of the Head of Department**

The Head of Department is accountable to the Faculty Pro-Vice-Chancellor for the strategic and operational management of the department. S/he is responsible for all staff in the department, with a particular focus on leading the academic staff.

The Head of Department is a member of the Faculty Steering Group, and is an *ex officio* member of Senate and the Academic Board.

The appointment of Heads of Department is governed by Ordinance 9.

**Duties of Heads of Department**

Heads of Department (HoDs) will choose to take direct responsibility for some of these tasks and delegate responsibility for others.

1. **Planning and financial management**
   With support from the Faculty PVC, the Faculty Manager, and the Faculty Accountant, the HoD takes responsibility for the strategic planning of all the Department's activities, and for its budget. As a member of the Faculty Steering Group, the HoD also supports the development of the Faculty Plan and Budget. In particular:
   - to propose student intake targets in consultation with the Faculty PVC, Faculty Manager, CER and Planning Office, through meetings scheduled as part of the Faculty Planning process, and to work with the Faculty PVC and Faculty Manager on changes to intake targets throughout the year
   - to prepare the departmental reflective statement as part of the annual faculty planning process
   - to attend and support arrangements for the annual Faculty Away Day
   - to develop budgets, financial projections, and business cases for recurrent and new activity, working with the Faculty PVC, Faculty Manager, and Faculty Accountant as appropriate
   - to oversee the delivery of the departmental elements of the Faculty Plan
   - to be responsible for the Department's space allocation and infrastructure requirements, ensuring both short-term and longer-term requirements are adequately planned for
   - to be responsible for the Department's financial performance and oversee departmental financial controls
   - to understand the Faculty's income and expenditure and the main features of the University's finances
   - to engage in long-term planning for the future direction of the department
2. The staff of the Department
Supported by the Faculty PVC, Faculty Manager, and HR Manager, the HoD is responsible for managing the Department’s staff.

2.1 All Staff
- To ensure that all staff comply with the University Charter, Ordinances, and Regulations, including the Financial Regulations, and University policies including:
  - Health, Safety and Wellbeing
  - Equality and Diversity policies.
- To deal with, or support line managers to deal with, staff performance issues in an appropriate manner and in accordance with University procedures.
- To consider, and seek to resolve, any grievances from staff at informal and formal levels in accordance with the University’s grievance procedures.

2.2 Academic staff
- To fulfil the Department’s responsibilities for the recruitment, induction, review, grading, promotion and recognition of its staff, where appropriate with the agreement of the PVC.
- To encourage all staff to develop their teaching, research, knowledge exchange, professional practice, administrative and technical skills as appropriate to their post.
- To allocate responsibilities to each member of staff.
- In discussion with the PVC, to plan the headship succession.

2.3 Support staff in the department
[with the exception of the staff named below] [as required] The HoD shall delegate responsibility for the recruitment, induction, management, development and appraisal of the support staff in the department to the Departmental Administrator.

- To line manage the Departmental Administrator, being responsible for his/her recruitment, induction, management, development and appraisal, with support from the Faculty Manager as required.
- To support the Departmental Administrator in planning the current and future administrative staff structure.
  [as required]
- To line manage the following technical staff:
  - [insert job title]
[as required]

2.4 Technical staff in the department
[with the exception of the staff named below] The HoD shall delegate responsibility for the recruitment, induction, management, development and appraisal of the technical staff in the department to the [insert job title].

- To line manage the [insert job title], being responsible for his/her recruitment, induction, management, development and appraisal.
- To support the [insert job title] in planning the current and future technical staff structure.
  [as required]
- To line manage the following support staff:
  - [insert job title].

3. Student recruitment, teaching and the student experience
Supported by the Faculty Dean, the Academic Officer and Communications and External Relations, the HoD is responsible for student recruitment, teaching and supervision, and quality assurance and enhancement, in particular by:

- planning and supervising the Department’s undergraduate and postgraduate recruitment strategies
- ensuring that the Department’s responsibilities for the admission, instruction, retention, progression, assessment and advising of students are fulfilled
- developing and reviewing the Department’s programmes of study (taught and research)
- promoting and supporting the University’s employability and skills agenda working closely with the Faculty and Professional Services
- regular monitoring and review of the quality of the Department’s work, and identifying and sharing good practice, where appropriate
- upholding academic standards by ensuring that systems are in place, appropriate to the Department and aligned with the University’s procedures, to assure the quality of the Department’s teaching programmes
- ensuring that student survey responses are considered and appropriate action taken
- considering, and seeking to resolve, any complaints from students, both informally and in accordance with the University’s Complaints Procedure for Students.

4. **The research and knowledge exchange activities of the Department**
The HoD is responsible for the research and knowledge exchange performance of the Department, in particular by:

- maintaining a Departmental Research Committee, normally chaired by the Departmental Research Director
- ensuring that relevant academic staff have appropriate time and facilities to apply themselves to agreed research and/or knowledge exchange objectives
- normally, through delegated responsibility to the Departmental Research Director:
  - ensuring that relevant academic staff members have achievable objectives and plans in respect of research and/or knowledge exchange
  - monitoring the achievement of the objectives and plans of academic staff engaged in research and/or knowledge exchange
  - encouraging staff to obtain external funds for research and/or knowledge exchange and outreach, developing support strategies as appropriate, and monitoring success.

5. **University management**
The HoD participates in the management of the University by:

- ensuring that the Faculty PVC, Faculty Dean and Faculty Manager are aware of departmental interests and that the Faculty’s and University’s interests are effectively communicated to the Department
- participating as active member of the Faculty Steering Group, Senate, Academic Board, fortnightly Monday Management Meeting and other University-wide forums.

6. **Internal and external communications**
The HoD is responsible for maintaining effective communications within and beyond the Department, in particular by:

- holding regular meetings with staff and with student representatives
- ensuring that clear decisions are taken and communicated
- working collaboratively with colleagues in the Professional Services
- raising the profile of the department externally by developing and maintaining appropriate contacts, including relations with schools, colleges, prospective employers of graduates, research and charitable organisations; the media; alumni etc.

Revised draft May 2011