

# Head of School and Professor

School	Law ( <a href="http://www.strath.ac.uk/humanities/lawschool/">www.strath.ac.uk/humanities/lawschool/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Academic	Reference No	HN651310
Reports To	Executive Dean of Humanities and Social Sciences	Grade:	Professorial
Salary Range:	The salary offered will be appropriate to the qualifications, standing and experience of the successful candidate and commensurate with the seniority of the appointment.	Contract Type:	Initially for 3 years as Head of School, with the possibility of a second term in office. Running in parallel with this appointment, the successful candidate will hold a substantive, open-ended, Professorial post.
FTE:	1	Closing Date	Sunday, 11 December 2016

## Job Summary

As a research intensive School, we have an international reputation for high quality research, teaching and knowledge exchange.

We are looking to appoint an internationally recognised academic leader with a substantial track record in teaching, research and knowledge exchange. You will be expected to provide academic and motivational leadership to enable the Law School to take forward its portfolio of research and knowledge exchange activity, its leading teaching programmes at undergraduate and postgraduate levels, and to enhance the School's national and international reputation.

You will be an excellent communicator, capable of inspiring staff and students and driving forward the School's ambitions and strategic aims. We welcome applications from high calibre applicants in any area of law.

Appointment as Head of School will be for a fixed term period of 3 years initially and you will also be appointed to an open-ended substantive Professorial post in the School at a level which is in accordance with your qualifications, standing and experience.

You should be able to demonstrate your ability to undertake the full range of activities and responsibilities required of both the Head of School and Professor roles as outlined in the next section.

## Job Description

### Brief Outline of Job:

To provide leadership and strategic direction to maximise the School's performance in research, teaching and knowledge exchange; to ensure that the School's objectives align with the Faculty and the wider strategic direction of the University and to ensure the effective and efficient use of departmental resources.

As an acknowledged expert and leader: to direct an internationally acclaimed research programme; to oversee and deliver educational curricula and set appropriate academic standards; to lead the development of knowledge exchange activities; to provide academic leadership and contribute at a strategic level to the work of the School, Faculty and University.

**Main Activities/Responsibilities:****Head of Department****Brief Outline of Job:****Main Activities/Responsibilities:**

Strategic Leadership	<ul style="list-style-type: none"> <li>Lead the School's strategic planning process, ensuring that it aligns with Faculty/University strategic objectives and ensuring delivery of agreed School objectives.</li> <li>Lead, motivate and effectively manage department staff, ensuring that all individuals contribute effectively to the overall success of the School, Faculty and University.</li> <li>Contribute to the strategic management of the Faculty and the wider University.</li> <li>Promote the interests of the School both within and outwith the University.</li> <li>Lead and manage change effectively within the School.</li> </ul>
People and Resource Management	<ul style="list-style-type: none"> <li>Ensure that the staffing structure of the School is appropriate for the achievement of the School's strategic ambitions.</li> <li>Be responsible for staff planning activity including succession planning, recruitment and selection, workload allocation and attendance management.</li> <li>Manage departmental resources and finances (including staffing, running costs, equipment, and accommodation), ensuring that fair and transparent mechanisms are in place for allocation of resources.</li> <li>Ensure effective performance management and development of staff within the School. Oversee the annual Accountability and Development Review process to ensure effective objective setting is aligned to departmental/faculty plans and that appropriate development plans are in place.</li> <li>Ensure that contract research staff and all probationary staff receive effective induction, development and mentoring.</li> </ul>
Academic Leadership	<ul style="list-style-type: none"> <li>Deliver excellence in research, knowledge exchange, teaching and internationalisation, in line with School objectives and Faculty/University strategy.</li> <li>Lead the implementation of effective mechanisms for maintaining and enhancing research and knowledge exchange activities.</li> <li>Lead the implementation of effective mechanisms for home and overseas student recruitment, delivery of courses, assessment and feedback.</li> <li>Engage with and, where appropriate, set the agenda in national and international academic debates and within professional bodies, learned/practitioner societies and governmental committees.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Meet appropriate environmental and social responsibility objectives for the School.</li> <li>Ensure compliance with statutory requirements (e.g. Health and Safety) and with University Policies and Procedures.</li> </ul>

**Professor****Brief Outline of Job:**

As an acknowledged expert and leader: to direct an internationally acclaimed research programme; to oversee and deliver educational curricula and set appropriate academic standards; to lead the development of knowledge exchange activities; to provide academic leadership and contribute at a strategic level to the work of the School, Faculty and University.

**Main Activities/Responsibilities:**

Research	<ul style="list-style-type: none"> <li>Provide research leadership within the School, Faculty and University through identifying, developing and leading significant research directions and projects.</li> <li>Manage significant activities and resources and provide leadership, support and direction to academic/professional staff.</li> <li>Lead an internationally acclaimed programme of research, disseminating results through regular and sustained publications in high impact journals, books and conference proceedings.</li> <li>Secure substantial research grant funding.</li> </ul>
Knowledge Exchange	<ul style="list-style-type: none"> <li>Lead the development of knowledge exchange activities and promote public engagement by, for example, establishing research and/or educational links with industry, and influencing public policy and the professions at national and international level.</li> </ul>

	<ul style="list-style-type: none"> <li>Attract income through knowledge exchange activities.</li> <li>Engage in and, where appropriate, set the agenda in national and international academic debates and within professional bodies, learned/practitioner societies and governmental committees.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>Oversee the design and delivery of educational degree curricula and play a lead role in the development of educational strategy and operational standards.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>When no longer Head of School: Contribute, at a strategic level, to the work of the School, Faculty and University, for example by playing a lead role on University committees.</li> <li>Engage in continuous professional development.</li> </ul>

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E.1 A good honours degree plus a PhD in a relevant subject.

### Experience

E.2 An outstanding and inspiring record of achievement in research and scholarship evidenced in a sustained portfolio of peer-reviewed publications recognised internationally.

E.3 A track record of previous management experience, with proven ability to lead, motivate and manage a team of academic staff.

E.4 Research interests consistent with the strategic direction of the School, Faculty and University.

E.5 Experience of delivering high quality undergraduate and postgraduate teaching and supervision.

E.6 Experience of developing and implementing strategy.

### Job Related Skills and Achievements

E.7 A proven track record of enhancing organizational performance through people including right-sizing and performance management.

E.8 A proven track record of achievement in research, recognised internationally (including a proven ability to attract external funding).

E.9 Successful in project and budget management.

D1 A proven track record of achievement in knowledge exchange including ability to develop external relationships.

D2 A proven track record of achievement in internationalisation.

### Personal Attributes

E.10 Able to think/act strategically and thus provide purpose and direction to the School and contribute at a senior level to the Faculty and University.

E.11 Excellent interpersonal skills with the ability to listen, engage and persuade.

E.12 Able to build capability and credibility of the School.

E.13 Resilient under pressure and aware of your own personal impact, strengths and weaknesses.

E.14 A leadership approach and style which is consistent with the University's Values and which inspires others to deliver.

### Other Relevant Factors

E15 Awareness of the key issues for the School during the period of appointment.

E16 Ability to combine the appointment of Head of School with maintaining research excellence.

D3 Established links with industry, government, learned societies or professional bodies.

## Application Procedure

Applicants should submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Following initial interviews, applicants who are invited for final interview will also be asked to submit a Research Plan outlining your research strategy for the next 5 years and a statement which outlines your vision for the Law School. Applicants should also complete an Equal Opportunities Monitoring Form. This will assist the University in monitoring selection decisions to ensure that equality of opportunity is achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Applications should be sent to [education@harveynash.com](mailto:education@harveynash.com), cc to [imogen.wilde@harveynash.com](mailto:imogen.wilde@harveynash.com) by no later than 11 December 2016.

Following a long-list meeting of the Selection Panel, successful candidates will be invited to attend preliminary interviews with Harvey Nash during late December and early January. It is anticipated that final stage interviews will take place at the University during February.

## Other Information

Further information on the application process and role can be found at [the recruitment microsite](#) or by contacting Imogen Wilde by telephone on 0207 333 1503 or 07791 938533 or by email at [imogen.wilde@harveynash.com](mailto:imogen.wilde@harveynash.com).

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment should complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that an applicant is fit to undertake the duties of the post.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

## Non-Professorial Academic Staff

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that Academic Staff carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 7. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr) or on request from Human Resources.

## 9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2016