Head of Department & Professor

Department	Design, Manufacture and Engineering Management (www.strath.ac.uk/dmem/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Academic	Reference No	121256
Reports To	Head of Department, Executive Dean of Engineering and the Principal	Grade:	Professorial
Salary Range:	The successful candidate will be appointed to the Academic Professional / Professorial scale for the substantive post. In addition, a Head of Department allowance will be payable for the duration of appointment as Head of Department	Contract Type:	Initially for 3 years as Head of Department, with the possibility of a second term in office. Running in parallel with this appointment, you will hold a substantive, open–ended, Academic Professional post.
FTE:	1	Closing Date	Sunday, 29 April 2018

Job Advert

The Department of Design Manufacture and Engineering Management (DMEM) provides a unique offering of combining end-to end multidisciplinary expertise from creative design, engineering design, manufacture, operations management, remanufacture and management of the entire system. DMEM also houses the UK's Advanced Forming Research Centre (AFRC), part of the UK's High Value Manufacturing Catapult. Appointees would be expected to work closely with industry and business to deliver industry relevant research and knowledge exchange and to support through life education and skills development.

You will be an internationally recognised academic leader with a relevant first degree and a PhD (or equivalent professional qualification), together with a substantial track record in research, teaching and knowledge exchange, including management and leadership roles. You will be an excellent communicator, capable of inspiring staff and students and driving forward the Department's ambitions and strategic aims across its full range of activities.

Appointment as Head of Department will be for a fixed-term period of 3 years initially and you will also be appointed to an open-ended substantive post in the Department at a senior level, in accordance with your qualifications, standing and experience. An indication of what can be expected at the various levels of our Academic Professional staff categories of our Academic Professional staff categories can be found here: **Career Pathways**.

For appointment at Professorial level: Subject to the Charter and Statutes and Ordinances and Regulations of the University, as Professor you will be responsible to the Court of the University through the Principal for providing leadership in your academic area and will report annually on this. This is in addition to the responsibility, which each Professor owes to his or her Head of Department.

Job Description

The role outlined below relates to that of a Professorial-level substantive appointment and may be recalibrated to reflect the skills and experience of the successful applicant. Further details of what can be expected at the various levels of our Academic Professional staff categories can be found here: Career Pathways.

Head of Department

Brief Outline of Job:

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

Main Activities/Responsibilities:

Strategic Leadership	• Lead the Departmental strategic planning process, ensuring that it aligns with Faculty/University strategic objectives and ensure delivery of agreed Departmental objectives. • Lead, motivate and effectively manage department staff, ensuring that all individuals contribute effectively to the overall success of the Department, Faculty and University. • Contribute to the strategic management of the Faculty and the wider University • Promote the interests of the Department both within and outwith the University. • To lead and manage change effectively within the Department.
People and Resource Management	• Responsible for staff planning activity including, succession planning, recruitment and selection, workload allocation and ensuring effective controls to manage staff attendance. • 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. • Responsible for ensuring effective performance management and development of staff within the Department. 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. • Ensure that contract research staff and all probationary staff receive effective induction, development and mentoring.
Academic Leadership	• Deliver excellence in research, knowledge exchange, teaching, and internationalisation in line with Departmental objectives and Faculty/University strategy. • Lead the implementation of effective mechanisms for maintaining and enhancing research and knowledge exchange activities, with the support of the Departmental Director of Research S Director of Knowledge Exchange. • Lead the implementation of effective mechanisms for home and overseas student recruitment, delivery of courses, assessment and feedback with the support of the Departmental Director of Teaching and Director of Operations. • Engage with and where appropriate set the agenda in, national and international academic debates and within professional institutes, learned/practitioner societies and governmental committees.
Governance	• Meet appropriate environmental and social responsibility objectives for the Department. • Ensure compliance with statutory requirements (e.g. Health and Safety) and with University Policies and Procedures.

Professor

Brief Outline of Job:

As an acknowledged expert and leader in a field relevant to the Department of Design, Manufacture and Engineering Management: 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 Department, Faculty and University.

Main Activities/Responsibilities:

Research	• Provide research leadership within the Department, Faculty and University through identifying, developing and leading significant research directions and projects. • Manage significant activities and resources and provide leadership, support and direction to academic/professional staff. • Lead an internationally acclaimed programme of research, disseminating results through regular and sustained publications in high impact journals, books and conference proceedings. • Mentor junior colleagues to help them meet their annual objectives and achieve their career aspirations including leadership and supervisory skills.
Knowledge Exchange	• 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. • Secure substantial research grant funding and attract income through knowledge exchange activities. • Engage in, and where appropriate set the agenda in, national and international academic debates and within professional institutes, learned/practitioner societies and governmental committees.
Teaching	• Oversee the design and delivery of educational degree curricula and playing a lead role in the development of educational strategy and operational standards.*
Administration	• When no longer Head of Department: Contribute, at a strategic level, to the work of the Department, Faculty and University, for example by playing a lead role on University committees. • Engage in continuous professional development.

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)	
E1	A good honours degree plus a PhD (or equivalent professional experience) in a relevant subject.
Experience	
E2	An outstanding and inspiring record of achievement in research evidenced through a sustained portfolio of peer-reviewed publications recognised internationally in a relevant field.
E3	Proven ability to attract substantial research funding over a sustained period.
E4	Track record of previous management experience, with proven ability to lead, motivate and manage a varied team.
E5	Research and teaching interests consistent with the strategic direction of the Department, Faculty and University.
E6	Extensive experience of delivering high quality teaching to undergraduate and postgraduate students and supervision of research students.
E7	Experience of developing and implementing strategic plans incorporating financial and resource management.
Job Related Skills and Achievements	
E8	An established international reputation as an expert and leader within specialist field.
E9	Track record of multi/inter-disciplinary research collaborations and developing external partnerships.
D1	A proven track record of achievement in internationalisation.

Personal Attributes	
E10	Able to think/act strategically and provide purpose and direction to the Department and contribute at a senior level to the Faculty and University.
E11	Excellent interpersonal skills with the ability to listen, engage and persuade.
E12	Able to build capability and credibility of Department.
E13	Resilient under pressure and aware of own personal impact, strengths and weaknesses.
E14	A leadership approach 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 Department during the period of appointment.
E16	Ability to combine the appointment of Head of Department with maintaining research excellence.
D2	Established links with industry, government, learned societies or professional bodies.
D3	Membership of relevant Chartered/professional bodies (including the Higher Education Academy).
D4	Sustained track record of leading the development and delivery of large and varied educational programmes.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Professor Atilla Incecik, Executive Dean of Engineering (atilla.incecik@strath.ac.uk).

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 must 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 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.