

Head of the School of Law and Politics
College of Arts Humanities and Social Sciences
Cardiff University

The successful candidate for the role of Head of the School of Law and Politics at Cardiff University will have an outstanding academic record, with a recognised profile in a relevant discipline. They will possess exceptional leadership and management capabilities alongside a track record of successful strategic delivery, with the presence and expertise to represent the School and further its general interests.

Person Specification

Candidates will need to be able to demonstrate capabilities in the following areas:

Leadership and Vision

- exceptional communication and interpersonal skills, including the ability to articulate a clear, genuinely compelling vision and secure widespread commitment and engagement from a diverse range of staff and stakeholders;
- sound strategic thinking and planning skills, allied with the ability to define and articulate academic strategy and priorities;
- the ability to secure widespread engagement in and commitment to such a vision, and to motivate colleagues towards its delivery;
- proven ability of understanding, anticipating and responding effectively to the wider educational and political environment;
- proven ability of stimulating and encouraging new research and research-funding initiatives; - proven ability in identifying, supporting and developing key members of the School's management team and outstanding colleagues.

Academic Credibility

- personal international standing with a proven track record of research/scholarship, e.g. research publications/scholarly outputs, grants and awards;
- a national/international reputation for excellence for academic leadership in either teaching/pedagogy and /or research;
- the ability to successfully lead and deliver interdisciplinary collaborative projects that build capacity across relevant areas of research.

Resource Management

- strong managerial aptitude, including the ability for longer-term thinking and the development of achievable plans as well as the capacity to make good decisions when faced with uncertainty or risk;
 - proven ability of initiating and managing change;
- financial and resource management skills on a relevant scale with proven experience in the delivery of complex budgetary processes;
- previous experience of leading and managing a senior team;
- demonstrable experience of building successful academic structures and organisations.

Ambassadorial Abilities

- proven ability to promote the research and learning and teaching achievements/ profile of an academic school at local, national and international levels;
- the capacity to network widely and to act as an advocate and ambassador for Cardiff University, the College and the School, nationally and internationally, promoting and maintaining key relationships and alliances;
- a proven ability to quickly develop knowledge and understanding of the University's interface with the Welsh Government and other key stakeholders in the local and national policy-making context.

Personal Qualities

- outstanding communication skills, and a commitment to seek and apply excellence in all areas;
- proven ability to manage time and pressure successfully as well as flexibility, adaptability and a commitment to personal development;
- a positive approach to the organisation, content and delivery of undergraduate and postgraduate degree schemes;
- a strong personal values set that includes integrity, equality and fairness; accepting responsibility for actively encouraging a diverse and inclusive school;
- a strong results orientation with expertise in project identification, planning, management and delivery;
- evidence of good negotiating, relational and influencing skills;
- appreciation of the devolved nature of Wales, including the Welsh Language and culture;
- the ability to speak/understand Welsh or a willingness to learn is desirable.

Job Description

The Head of School will be responsible and accountable to the PVC Head of College for the management and leadership of the School including, within the framework of the University's overall policies and procedures, accounting for the delegated financial, human, physical and other resources of the School, preparation of all forward plans and budgets of the School and participation in the overall strategic development of the College and University. Specific duties and responsibilities delegated from the PVC Head of College include:

- (1) The assignment of research, teaching, administrative and other duties to the Academic and other staff of the School;
- (2) Promoting the development of learning and teaching, including their quality and enhancement, across the range of provision associated with the School and with other Schools in the College;
- (3) Encouraging and promoting the prosecution of research by staff and Students of the School;
- (4) Encouraging and promoting innovation and knowledge transfer as appropriate within the School;
- (5) Arranging for the selection of students for admission;

(6) Ensuring compliance within the School with College/University regulations in relation to all academic, employment, financial, professional and statutory bodies, including all equality and diversity requirements, and other matters;

(7) Developing appropriate plans and strategies for the School for approval by the College and University and to manage the School to fulfil the objectives identified therein;

(8) Ensuring on behalf of the University compliance with its obligations with regard to the health, safety and welfare at work of staff and other persons or animals in or affected by the School and for the premises, plant and substances therein, including environmental matters;

(9) Liaising, where appropriate, with all relevant professional and other bodies in order to ensure adequate support for research, education and training;

(10) Representing, or arranging representation of, the School on all appropriate bodies both internal and external to the University;

(11) to undertake such other duties as required by the Head of College.

The Head of School shall line manage any heads of departments or sections within the School. The Head of School is expected to make a substantial contribution to the setting of strategy and direction within the College.

The Head of School is a member of the College Board and as such has the following generic responsibilities:

- to play a significant role in developing and delivering the University's strategy;
- to lead in areas of responsibility delegated to them, including taking a visible corporate leadership role on issues assigned and agreed by the PVC Head of College;
- to promote the College in teaching, research, innovation and engagement;
- to promote the interests and values of the University internally and externally;
- to play an active role in the recruitment and appointment of high calibre staff to the School;
- to encourage staff development to meet the overall needs of the University in the context of its development;
- to encourage and develop interdisciplinary activities between Schools;
- taking responsibility for chairing or participating in University committees, and as necessary playing a part in ceremonial University activities including graduation ceremonies;
- to encourage and reward research, academic excellence and collegial participation throughout the University;
- to play an active role in the College Board, assisting the PVC Head of College to achieve the goals of the College and contributing to College planning and to the formulation of policies and procedures;
- to respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages and minimises risk to the University;
- to contribute to the development and testing of University risk and crisis management plans which will be utilised in crisis situations or when serious unexpected events occur;
- to promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their location or mode of study;

- to promote the University as a place of international repute in which to study, research and work and encourage international collaboration and exchange;
- to build effective and productive relationships with key influencers in government, business and professional bodies;
- to actively promote cross-institutional structures and systems (whether related to research/academic programmes/portfolio matters or administration);
- to represent the University as required at local, national and international level; and
- to undertake other such duties as required by the PVC Head of College.

Key Relationships

PVC Head of College	Reporting to the PVC Head of College who will be responsible for ensuring that each Head of School has a robust set of objectives, performance appraisal process and personal development plan.
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Other Heads of School in the College	Being an equal member of the College Board, working in collaboration with the PVC Head of College, other Heads of School and the College Registrar to implement consistently Cardiff University strategy and policies.
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Internal:	College Board College Registrar Senate Council Court Heads of Colleges and Schools and Directors of University Innovation and Research Institutes Chief Operating Officer Directors of Professional and Support Services Deans Staff Students
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External:	Welsh Government Higher Education Funding Council for Wales Cardiff Council Partner universities in the UK and internationally Research Councils and other research funders Industrial and commercial firms. NHS bodies and other public sector organizations
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