

Role Description, Head of Section



University Secretariat

SMT Academic 4 November 2008

Role: Head of Section (Fixed-term post of up to 3 years duration). A review will be conducted one year after the appointment, with a follow-up review occurring as required, following consultation between the Head of School and the College Principal.

Reporting to: Head of School (The Head of School may from time to time and for a specific period of time, nominate an individual to whom the Head of Section should report).

Grade: Ideally Professor, Associate Professor or Senior Lecturer.

Role Summary

The role of Head of Section is to support the Head of School and to provide strategic, managerial, and academic leadership within the Section of the School.

Principal Duties and Responsibilities

The Head of Section is a key management leadership role that is expected to contribute to the strategic development and operational management of the Section in delivering the School strategy. The Head of Section is an ex officio member of the School Executive Committee. The Head of Section may contribute to resource planning activities. ("Each School shall have an Executive Committee whose functions shall be to advise on the development and implementation of School policies and procedures and to assist the Head in managing the resources of the School". Statute 6, Chapter 17 Schools (12)). Recruitment decisions remain with the Head of School.

The Head of Section will report and be responsible to the Head of School. Principal duties are outlined below.

- Support the development of a stimulating, creative and collegial working environment within the School.
- Lead the academic staff assigned to the Section by the Head of School.
- Supervise the administrative, technical or support staff, as may be assigned to the Section by the Head of School.
- Allocate teaching and administrative duties and tasks to all academic staff in the Section, in consultation with the Heads of Subjects, as appropriate.
- Support the Heads of Subject in fulfilling their role in teaching and learning.
- Support the development of research capacity within the Section.
- Lead and manage the operations of the Section, working collaboratively across the University to ensure School, College and University objectives are achieved in an efficient manner.
- Contribute to resource planning, as per above paragraph.

- Provide career development support and mentorship to the staff within the Section in collaboration with the Head of School.
- Undertake other duties as may be required by the Head of School.

In order to fulfil the role of Head of Section there may be a requirement for the Head of School to delegate authority for a specified non-pay budget to the Head of Section. The nature and level of this budget should be determined by the Head of School, in consultation with the College Principal and College Finance Manager, as necessary.