

Job Description

Job Title: Head of Division (Accounting Finance & Law)	Job Holder:
School/Department: School of Business & Creative Industries	Campus Location: Paisley Campus

Reporting Lines: Reporting to: Deputy Dean Line Manager to: Divisional staff members – AFL

Job Summary: Provide academic leadership and management in the development and delivery of innovative, successful academic programmes; that also delivers leading-edge research and knowledge exchange.

Key Result Areas: <ol style="list-style-type: none"> 1. Plan, manage and lead the development of academic activity and quality in teaching, research, subject development, knowledge exchange, and internationalisation. 2. Allocate and manage workload, with support from others, and develop and review the performance of staff. 3. Develop, on a continuous basis, a module portfolio in particular subjects, ensuring their currency and pedagogic quality to meet University recruitment needs. 4. Produce reports, as required, on subject area performance. 5. Manage budgets as required, maximising income to the school and creating surpluses, including involvement in activities such as philanthropy and advancement. 6. Develop and manage relationships with other Divisions and areas of the University, the research community, external partners, and relevant professional bodies. 7. Advise the Deputy Dean and Dean on teaching and learning, research and knowledge exchange, consultancy and continuing professional development. 8. Support staff to enhance and apply their professional capabilities. 9. Maintain an appropriate teaching load, and conduct research in appropriate academic areas.

Qualifications/Experience/Skills/Knowledge/Personal Attributes: <u>Qualifications</u> <i>Essential</i> <ul style="list-style-type: none"> • PhD or equivalent professional qualification/experience • Academic qualifications and experience, ideally in one of the cognate areas of the School's activity <i>Desirable</i> <ul style="list-style-type: none"> • Membership of relevant professional body/bodies

Experience, Skills and Knowledge

- Experience and knowledge of quality assurance and quality enhancement systems.
- Experience of inclusive curriculum development that demonstrate equality good practice.
- Experience of developing innovative means of subject delivery.
- Experience of managing academic change.
- Knowledge of effective budget management desirable.
- Published research in an area represented by the University's research strategy.
- Experience of planning and management of research and/ or scholarly activity.
- Experience of managing people and process either in a line or staff management role.
- Experience of effectively leading and managing a team of academics.
- Active involvement in relevant subject networks/professional organisations.
- Experience of effective planning, organising and problem solving
- Excellent liaison, networking and communication skills
- Effective leadership skills, with an inclusive approach
- Substantial knowledge of the market and subject challenges faced by subject areas within the Division.
- Knowledge of relevant subject networks and professional organisations.
- Specialist knowledge and experience of teaching in at least one of the cognate areas covered by one of the Divisions.
- Subject specialist with a willingness to work across disciplines.

Desirable

- Knowledge of effective budget management

Personal Attributes

- A creative thinker who is approachable and has a high level of personal integrity.
- A person with an inclusive approach to leadership, empowering others to succeed.

Person Specification

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