



**University of
East London**

University of East London
Candidate Brief

Head of Department of Business Management
September 2019



Pioneering Futures since 1898

2028

Our new vision

The University of East London is the university which prepares our students for the jobs of the future. As an award-winning university, we have been doing that proudly for over 121 years – from the 2nd Industrial Revolution through to where we are now – the 4th Industrial Revolution.

UEL is located in one of the world's most multi-cultural areas. We have 17 thousand-plus students who are a microcosm of creative diversity, representing 150 different nationalities. With London campuses in Stratford and in Royal Albert Dock, UEL is at the heart of the industrial and creative shift east, and a powerful global gateway. The University is careers-led and dedicated to ensuring our students have the skills, emotional intelligence and creativity necessary to adapt to a constantly-evolving world and its technology.

Over the 2018-19 academic year the University of East London has been developing and starting to implement a new 10-year strategy, Vision 2028, to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success.

Our ambitious vision is to become the leading careers-intensive university in the UK, committed to realising and developing talent and potential in all those who become part of the University of East London's community. UEL is the start of an exciting journey that promises to develop potential and help students realise their dreams.

Message from Professor Amanda Broderick Vice Chancellor & President University of East London

Thank you for your interest in the post of Head of Department of Business and Management at University of East London.

This is an exciting time for the university with the university's commitment to our mission to advance Industry 4.0 careers and lives, where we expand mental wealth, create careers, build business and connect communities in East London and beyond through our global gateway, local anchor.



A transformational strategic route-map has been launched in early 2019 plotting our course to become the pioneering Careers-led University for a changing world, where the future of learning and work is advanced today, and potential is realised wherever and whenever it is found.

I am also pleased to share the news that The University of East London (UEL) has announced a ground-breaking collaboration with Amazon Web Services (AWS). This includes the creation of a UEL Career Zone and Innovation Loft at the University; establishment of a UEL industry research institute; and support for UEL's flagship Professional Fitness & Mental Wealth programme.

This is a perfect opportunity for an ambitious and enthusiastic leader willing to make a difference to the lives of our students. I am looking forward to receiving your application.

**Professor Amanda Broderick,
Vice Chancellor & President,
University of East London.**

School of Business and Law



The School of Business and Law is a vibrant and growing school at University of East London. With a clear focus on creating graduates of the future, we are a key School within an ambitious University. Based in a fast growing and diverse environment of East London and Docklands, the school is well positioned in a community benefiting from substantial inward investment and regeneration.

The school is going through a number of exciting developments including the introduction of Career Passports and Mental Wealth modules in all our courses to help connect and accelerate career opportunities for all our students. In addition, many courses are being re-designed to assure Industry 4.0 readiness which will provide our students and graduates with the skills and innovative solutions for the future of work.

We take pride in all our staff and students who are talented, hard-working and come from a rich diverse background. We are driven to providing the best qualifications, practical ability and career support that allows our students and graduates to have the best possible chance of developing a great career in their chosen field. Our academics deliver original and innovative teaching ensuring that students are academically challenged. If you are an ambitious and creative individual who wants to lead our Department of Business Management, we invite you to join the School of Business and Law at this exciting time. You will work to develop our programmes in a fast-changing market and deliver a distinctive business management education focussed on future proofing the skills of our students. Reporting to the Head of School, you will lead and manage a team and contribute to our living Vision 2028 and Industry 4.0 agenda of the school and the university.

Professor Mohammad Ali
Head of Royal Docks School of Business and Law
University of East London

Job Description

Job Title:	Head of Department of Business Management
Grade:	Management
School:	Royal Docks School of Business and Law (RDSBL)
Campus:	Stratford USS (but may be required to work at other locations)
Responsible to:	Head of School of Business and Law
Responsible for:	All academic and support staff in the Subject Area
Liaises with:	Directors, other Heads of Departments, Programme Leaders, Module Leaders, School Business Manager and Registry, University services and external bodies
	Salary: competitive

Job Purpose

To lead and manage academic staff in the subject area, with responsibility for budget, for operational matters, and for the development of staff and the subject area as a whole. To assist in the development of the School's strategic and operational plans and to be an active and positive member of the School Management Team (SMT), engaged and leading on cross-School and University initiatives as appropriate. To engage personally in high quality teaching, research and external engagement and relationships that further the strategic aims of the University and School. To facilitate and encourage best practice with reference to learning, teaching and student engagement.

Main Duties & Responsibilities

Line Management

1. To lead the Subject Area including the development and line management of academic staff, fulfilling all the duties of the immediate staff manager (as set out in UEL's policies and procedures), including health and safety, managing staff performance, sickness absence, timetabling, promotions, grievances and staff misconduct.

Budget Management

2. To manage the budget set for the Subject Area, as determined by the Head of School, monitoring and authorising expenditure within School and UEL financial regulations.

Programmes

3. To lead and manage the School's suite of programmes sitting within the Subject Area; working closely with programme leaders to ensure programmes are current, distinctive and underpinned by competencies that enhance graduates' employability and overall student success.

4. To manage the quality processes for programmes sitting within the Subject Area (according to University

Policies and Procedures) and to ensure module and programme reports focus on continuous improvement. Then to ensure implementation plans for these improvements.

5. To liaise with programme leaders and other Heads of Department to ensure the School's programme offer is coordinated and operates both effectively and efficiently.

6. To be accountable for ensuring programme targets, including performance indicators, e.g. attrition, retention, etc. and recruitment, are met.

Planning

7. To assist the Head of School in determining and drafting the School's strategic and operational plans, playing the lead role in devising those associated with the Subject Area.

Staff Development

8. To ensure that the School is developing academic staff to deliver distinctive and high quality teaching underpinned by subject expertise, research that meets the School's strategic aims and practitioner engagement, through appropriate professional networking.

9. To ensure staff are engaged in continuous professional development.

10. To ensure the working environment of the Subject Area is positive, engaged and proactive.

Personal Teaching and Research Contribution

11. To be an active academic with a teaching and research portfolio and programme of personal development.

Teaching and Module Coordination and Leadership

12. To ensure that all modules in the subject area are research informed and appropriate in function, design and content, that they are satisfactorily managed and resourced and that all module specifications comply with School and University requirements.

13. To ensure that the quality of teaching in the Subject Area is first rate, and to engage in the monitoring, review and strategy work entailed in continuous improvement.

14. To ensure planning, including for contingencies, to maintain the delivery of high quality and relevant teaching and an excellent student experience.

Research

15. To ensure research is high quality, coordinated, developed and meets strategic aims in the Subject Area.

16. To ensure staff develop research plans, to monitor these plans and to include outputs, bidding, and applied research activities in the research planning process.

External

17. To develop an external profile for the subject area, including appropriate networks at individual staff and subject area levels.

18. To regularly consult with relevant practitioners, academic specialists and professional/regulatory bodies as and when appropriate.

Communications

19. To ensure academic staff in the Subject Area are informed and engaged in strategic discussions in the development of the Subject Area and in the implementation of University and School strategy.

20. To hold regular Subject Area meetings and to ensure two-way communication between the SMT and the Subject Area.

21. To ensure transparent communications between staff in the Subject Area and a positive working environment.

Other Duties

22. To actively promote equality and diversity and to ensure the implementation of relevant University policies in this area.

23. To liaise with professional bodies and other outside organisations as required by the Head of School

24. To participate in pan-university functions including (though not limited to): committee memberships, interviews and recruitment tasks, promotional/marketing events, ad hoc working groups, etc.

26. Any other duties appropriate to the role, as designated by the Head of School (including those related to the National Students Survey, REF and Teaching Excellence Framework).

Person Specification

Education Qualifications and Achievements

Essential Criteria

- Educated to Master's level with a good first degree in a related discipline
- A Doctorate and/or credible research/publication record, and/or relevant professional experience.

Desirable Criteria

- Senior Fellowship of the Higher Education Academy
- Teaching qualification

Knowledge and Experience

Essential Criteria

- An excellent record of high-quality teaching across an array of subject areas
- Experience of successful leadership with an ability to manage staff effectively and engage with key stakeholders
- Experience in managing resources and budgets
- Expertise in the subject area, either from professional and industry links, or a research record of recent high quality publications in the subject area
- Demonstrable commitment to and understanding of equality and diversity issues in a diverse and multicultural environment

Skills

- Ability to lead and manage a suite of programmes to ensure currency; to develop programmes and lead programme, etc. including validations
- Excellent oral and written communications and inter-personal skills and an ability to deliver high quality teaching to students of varying abilities
- Ability to adjust level of communication to adapt to different audiences, both internally and externally, and professionally represent the School when dealing with external stakeholders.
- Engagement and interest in the views of others with the ability to build alignment to strategy; able to identify and constructively challenge misunderstandings, misdirection and unconstructive behaviour individually and with groups
- Ability to plan strategically in order to deliver the School's vision for the future, along with an ability to implement innovation and change
- A dynamic and proactive approach to management and programme development/delivery