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| **Job Title** | **Head of Department (HoD) of Engineering & Construction (E&C)** |
| **School / Service** | **Architecture, Computing & Engineering (ACE)** |
| **Grade and Salary Range** | **Management** |
| **Location and Hybrid working status** | **Docklands (but may be required to work at other locations)** |
| **Reporting to** | **Dean of the School of ACE** |
| **Responsible for** | **All academic and support staff in the Subject Area** |
| **Liaison with** | **Directors, other HoDs, Cluster leaders, Course Leaders, Module Leaders, School Business Manager and Registry, University services & external bodies** |
| **Contract type** | **Permanent, full time** |

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**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**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 Executive Team (SET), 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.

**KEY DUTIES AND RESPONSIBILITIES**

**Line Management**

* 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**

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

**Workload design and management**

* To formulate and manage departmental workload (including associate academics) in compliance with the University’s academic workloads model/ practices.

**Courses**

* To lead and manage the School’s suite of courses sitting within the subject areas of engineering and construction; working closely with cluster and course leaders to ensure courses are current, distinctive and underpinned by competencies that enhance graduates’ employability and overall student success.
* To manage the quality processes for courses sitting within the subject areas of engineering and construction (according to University Policies and Procedures) and to ensure module and course reports focus on continuous improvement. Then to ensure implementation plans for these improvements.
* To liaise with cluster and course leaders and other HoDs to ensure the School’s course offer is coordinated and operates both effectively and efficiently.
* To be accountable for ensuring course targets, including performance indicators, e.g. attrition, retention, etc. and recruitment, are met.

**Planning**

* To assist the Dean 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**

* 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.
* To ensure staff are engaged in continuous professional development.
* To ensure the working environment of the Subject Area is positive, engaged and proactive.

**Personal Teaching and Research Contribution**

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

**Teaching and Module Coordination and Leadership**

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

**Research**

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

* To develop an external profile for the subject area, including appropriate networks at individual staff and subject area levels.
* To regularly consult with relevant practitioners, academic specialists and professional/regulatory bodies as and when appropriate.

**Communications**

* 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.
* To hold regular Subject Area meetings and to ensure two-way communication between the SET and the Subject Area.
* To ensure transparent communications between staff in the Subject Area and a positive working environment.

**Other Duties**

* To actively promote equality and diversity and to ensure the implementation of relevant University policies in this area.
* To liaise with professional bodies and other outside organisations as required by the Dean of School
* 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.
* Any other duties appropriate to the role, as designated by the Dean of School (including those related to the National Students Survey, REF and Teaching Excellence Framework).

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* 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.
* 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.
* A dynamic and proactive approach to management and course development/ delivery.

**COMPETENCIES REQUIRED**

* An excellent record of high-quality teaching across an array of subject areas related to engineering and/ or construction.
* Ability to lead and manage a suite of courses to ensure currency; to develop courses and lead courses, 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.
* Ability to plan strategically in order to deliver the School’s vision for the future, along with an ability to implement innovation and change.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* Educated to masters level with a good first degree in engineering or construction management.
* A doctorate and/or credible research/publication record, and/or relevant professional experience.

**Desirable**

* Senior Fellowship of the Higher Education Academy.
* Teaching qualification.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!