

# Head of Department and Professor Computer & Information Sciences

Department	Computer and Information Sciences		
Faculty	Faculty of Science ( <a href="http://www.strath.ac.uk/science/">www.strath.ac.uk/science/</a> )		
Staff Category	Academic	Reference No	
Reports To	Executive Dean of the Faculty of Science	Grade:	Professorial
Salary Range:	The salary offered will be appropriate to the qualifications, standing and experience of the successful candidate and commensurate with the seniority of the appointment.	Contract Type:	Initially for 3 years as Head of Department, with the possibility of a second term in office. Running in parallel with this appointment, you will hold a substantive, open-ended, Professorial post.
FTE	1	Closing Date	<a href="#">Click here to enter a date.</a>

## Job Advert

As a research intensive Department, we have an international reputation for high quality research, spanning the whole spectrum of theory and application from fundamental algorithms and programming language design to human-centred computing and information sciences. The Department has excellent research and teaching facilities.

We are looking to appoint an internationally recognised academic leader with a substantial track record in teaching, research and knowledge exchange. You will be expected to provide academic and motivational leadership to enable the Department of Computer & Information Sciences to take forward its portfolio of research and knowledge exchange activity, its leading teaching programmes at undergraduate and postgraduate levels, and to enhance the Department's national and international reputation. The Department has achieved major recent successes in REF performance, NSS ratings, quality and volume of student recruitment – the successful candidate will accelerate and diversify these performance gains.

You will be an excellent communicator, capable of inspiring staff and students and driving forward the Department's ambitions and strategic aims. We welcome applications from high calibre applicants in any area of computer and information science. In order to support the role of a HoD we have put in place Departmental Managers within the Faculty of Science who work closely with the HoDs to provide a consistent level of senior administrative support complementing the academic leadership from the HoD.

Appointment as Head of Department will be for a fixed term period of 3 years initially and you will also be appointed to an open-ended substantive Professorial post in the Department at a level which is in accordance with your qualifications, standing and experience.

You should be able to demonstrate your ability to undertake the full range of activities and responsibilities required of both the Head of Department and Professor roles as outlined in the next section.

## Job Description

### Brief Outline of Job:

To provide leadership and strategic direction to maximise the Department's performance in research, teaching and knowledge exchange; to ensure that the Department's objectives align with the Faculty and the wider strategic direction of the University and to ensure the effective and efficient use of Departmental resources.

As an acknowledged expert and leader: to direct an internationally acclaimed research programme; to oversee and deliver educational curricula and set appropriate academic standards; to lead the development of knowledge exchange activities; to provide academic leadership and contribute at a strategic level to the work of the Department, Faculty and University.

### Main Activities/Responsibilities:

#### Head of Department

Strategic Leadership	<ul style="list-style-type: none"> <li>Lead the Departmental strategic planning process, ensuring that it aligns with Faculty/University strategic objectives and ensuring delivery of agreed Departmental objectives.</li> <li>Lead, motivate and effectively manage department staff, ensuring that all individuals contribute effectively to the overall success of the Department, Faculty and University.</li> <li>Contribute to the strategic management of the Faculty and the wider University.</li> <li>Promote the interests of the Department both within and outwith the University.</li> <li>Lead and manage change effectively within the Department.</li> </ul>
People and Resource Management	<ul style="list-style-type: none"> <li>Be responsible for staff planning activity including succession planning, recruitment and selection, workload allocation and ensuring effective controls to manage staff attendance.</li> <li>Manage Departmental resources and finances (including staffing, running costs, equipment, and accommodation), ensuring that fair and transparent mechanisms are in place for allocation of resources.</li> <li>Hold responsibility for ensuring effective performance management and development of staff within the Department. Oversee the annual Accountability and Development Review process to ensure effective objective setting is aligned to Departmental/Faculty plans and that appropriate development plans are in place.</li> <li>Ensure that contract research staff and all probationary staff receive effective induction, development and mentoring.</li> </ul>
Academic Leadership	<ul style="list-style-type: none"> <li>Deliver excellence in research, knowledge exchange, teaching and internationalisation, in line with Departmental objectives and Faculty/University strategy.</li> <li>Lead the implementation of effective mechanisms for maintaining and enhancing research and knowledge exchange activities, with the support of the Departmental Director of Research and Director of Knowledge Exchange.</li> <li>Lead the implementation of effective mechanisms for home and overseas student recruitment, delivery of courses, assessment and feedback with the support of the Departmental Director of Teaching.</li> <li>Engage with and, where appropriate, set the agenda in national and international academic debates and within professional Departments, learned/practitioner societies and governmental committees.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Meet appropriate environmental and social responsibility objectives for the Department.</li> <li>Ensure compliance with statutory requirements (i.e. Health and Safety) and with University Policies and Procedures.</li> </ul>

### Professor

#### Brief Outline of Job:

As an acknowledged expert and leader: to direct an internationally acclaimed research programme; to oversee and deliver educational curricula and set appropriate academic standards; to lead the development of knowledge exchange activities; to provide academic leadership and contribute at a strategic level to the work of the Department, Faculty and University.

#### Main Activities/Responsibilities:

Research	<ul style="list-style-type: none"> <li>• Provide research leadership within the Department, Faculty and University through identifying, developing and leading significant research directions and projects.</li> <li>• Manage significant activities and resources and provide leadership, support and direction to academic/professional staff.</li> <li>• Lead an internationally acclaimed programme of research, disseminating results through regular and sustained publications in high impact journals, books and conference proceedings.</li> <li>• Secure substantial research grant funding.</li> </ul>
Knowledge Exchange	<ul style="list-style-type: none"> <li>• Lead the development of knowledge exchange activities and promote public engagement by, for example, establishing research and/or educational links with industry, and influencing public policy and the professions at national and international level.</li> <li>• Attract income through knowledge exchange activities.</li> <li>• Engage in and, where appropriate, set the agenda in national and international academic debates and within professional Departments, learned/practitioner societies and governmental committees.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Oversee the design and delivery of educational degree curricula and play a lead role in the development of educational strategy and operational standards.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• When no longer Head of Department: contribute, at a strategic level, to the work of the Department, Faculty and University, for example by playing a lead role on University committees.</li> <li>• Engage in continuous professional development.</li> </ul>

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A good honours degree plus a PhD (or equivalent professional experience) in a relevant subject.

### Experience

E2 An outstanding and inspiring record of achievement in research and scholarship evidenced in a sustained portfolio of peer-reviewed publications recognised internationally.

E3 A track record of previous management experience, with proven ability to lead, motivate and manage a team of academic staff.

E4 Research interests consistent with the strategic direction of the Department, Faculty and University.

E5 Experience of delivering high quality undergraduate and postgraduate teaching and supervision.

E6 Experience of developing and implementing strategy.

### Job Related Skills and Achievements

E7 A proven track record of achievement in research, recognised internationally (including a proven ability to attract external funding).

E8 Successful in project, budget and staff management.

D1 A proven track record of achievement in knowledge exchange including a proven ability to develop external relationships.

D2 A proven track record of achievement in internationalisation.

### Personal Attributes

E9 Able to think/act strategically and thus provide purpose and direction to the Department and contribute at a senior level to the Faculty and University.

E10 Excellent interpersonal skills with the ability to listen, engage and persuade.

E11 Able to build capability and credibility of Department to deliver REF Top-20 ranking, Top-20 NSS ranking, increased PGT recruitment, increased KTPs and other key metrics.

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E12 Resilient under pressure and aware of your own personal impact, strengths and weaknesses.

E13 A leadership approach and style which is consistent with the University's Values and which inspires others to deliver.

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### **Other Relevant Factors**

E14 Awareness of the key issues for the Department during the period of appointment.

E15 Ability to combine the appointment of Head of Department with maintaining research excellence.

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D3 Established links with industry, government, learned societies or professional bodies.

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## **Application Procedure**

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

## **Other Information**

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Professor Duncan Graham, Executive Dean of the Faculty of Science by email: [duncan.graham@strath.ac.uk](mailto:duncan.graham@strath.ac.uk)

### **Conditions of Employment**

Conditions of employment relating to the Academic staff category can be found at: [Conditions of Employment](#).

### **Rewards and Benefits**

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### **Basic Disclosure**

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

### **Pre-employment health screening**

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### **Probation**

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### **Pension**

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### **Relocation**

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### **Interviews**

It is anticipated that formal interviews for this post will be held on a date tbc .

### **Equality and Diversity**

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

**University Values**

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

