



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of School, School of Languages, Cultures and Societies,
Faculty of Arts, Humanities and Cultures**



Salary: Grade 9 – Grade 10 (competitive salary)

Reference: AHCLC1077

Closing date: 8 March 2019

Head of School

School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures

Are you an experienced and ambitious academic looking for an exciting senior leadership position?

Do you have the ability to provide the strategic vision and leadership necessary to lead the School to successfully develop and deliver the School's plans through inspiring, motivating and developing staff to achieve their full potential?

Are you passionate about delivering world-leading research and an exceptional student experience in an international and interdisciplinary context?

You will lead and manage the School of Languages, Cultures and Societies, maximising strategic opportunities arising from the changing landscape of higher education and the University's strategic plan, whilst leading and delivering excellence in research and education.

You will be an active member of the University's Leadership Forum and of the Executive Committee of the Faculty of Arts, Humanities and Cultures, promoting a coordinated approach to delivering innovative strategic academic development. You will be taking on a significant and complex leadership role in the Faculty, and must be able to lead with a clear vision, engaging others across the School, Faculty and University.

You will have the leadership skills, ambition and creativity to take forward the development and delivery of the School's academic strategy and objectives. You will thrive on working collaboratively in a dynamic environment to enhance the reputation of the School with a focus on quality and excellence.

Academic credibility is essential. You will have a sustained track record of excellence in research and/or student education, combined with excellent skills in team working and collaboration.

The appointment will be from September 2019 (or as soon as possible thereafter).



What does the role entail?

University and Faculty Responsibilities

As Head of School, you will:

- Actively contribute to the University's strategy and performance through membership of the Leadership Forum, University-level committees and groups, and the Faculty Executive Committee, with a direct reporting line to the Executive Dean of the Faculty;
- Work collaboratively with your Faculty leadership colleagues to ensure decisions and strategic planning are made in the best interest of the University and Faculty as a whole;
- Consistently promote and deliver on Faculty agreed strategies and objectives both internally and externally;
- Work in partnership with the Deputy Dean, the three Faculty Pro-Deans (for Student Education, Research & Innovation, and International), the other Heads of School and Professional Services leads to develop and deliver the Faculty's academic strategies;
- Lead programmes of work to successful delivery as requested by the Executive Dean, and act for the Executive Dean as necessary;
- Represent the University and Faculty regionally, nationally and internationally, influencing external developments and sustaining partnerships to enhance our external profile and generate benefits for the University as a whole;
- Actively role model the University's expected leadership behaviours.

School Leadership

As Head of School, you will:

- Provide strategic vision, direction and inspirational leadership for the academic development and delivery of the School's plans;
- Support and promote collaboration across all academic activities;
- Promote excellence in student education with a focus on the student experience and measurable outcomes;
- Support and encourage excellence in research, innovation and impact, providing an enabling environment;
- Support and deliver the international strategy and objectives through engagement in building a strong international profile for the School and promoting its reputation and impact;



- Take responsibility and accountability for the overall performance of the School through its finances and cost control, staff and structures, processes and procedures, monitoring performance against plans;
- Lead, manage and support the development of all School staff, ensuring that talent management and succession planning are delivered, and promoting service excellence and quality enhancement;
- Promote and deliver continued improvement in equality and inclusion, including engagement with external bodies;
- Work collaboratively with professional service leads to ensure the delivery of high-quality student and staff experiences;
- Ensure that appropriate structures and mechanisms are in place for the effective leadership of the School, and lead the School Management Team comprising academic and professional services leads;
- Ensure the effective implementation of the University's health, safety and wellbeing policies and management systems within the School and support our sustainability agenda.

You will also continue with your personal career, dedicating one day per week to your academic activity. Any additional support will be by negotiation with the Faculty Executive Dean. This may include a Research Fellow in your specialist area or be an alternative form of support.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Head of School, you will have:

- Experience of academic leadership, with a clear vision and the ability to engage others in that vision;
- The ability to respond flexibly and with resilience to the demands of delivering a complex leadership role, and respond positively to changing priorities;
- A breadth and depth of academic expertise in research and teaching to build credibility and influence at all levels, internally and externally;
- Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change;



- A highly developed awareness of internal and external political issues and higher education regulation with proven ability to operate effectively within these different environments;
- Significant creativity and judgement and the willingness to suggest and try new and creative approaches to problems;
- Highly developed communication skills with the ability to build and maintain effective and productive working relationships internally and externally;
- A commitment to creating an environment for staff and students that is inclusive, promotes equality and supports diversity;
- Evidence of effective and appropriate delegation, providing and responding to constructive feedback, monitoring and addressing performance, and building trust and teamwork;
- Evidence of success in delivering results, effectively managing people, finances, and other resources to achieve these.

How to apply

You should apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Your application should include the following:

1. A statement evidencing how you believe your existing knowledge and experience equips you to carry out the role.
2. A curriculum vitae, detailing your qualifications and experience.

You will also be asked to provide details of three referees - please supply e-mail addresses. Referees will only be approached after an offer is made and only with your consent.

Contact information

To explore the post further, or for any queries you may have, please contact:

Professor Frank Finlay, Executive Dean of the Faculty of Arts, Humanities and Cultures

Tel: +44 (0)113 343 7295, email: f.j.finlay@leeds.ac.uk



Additional information

The University of Leeds

The University, established in 1904, is one of the largest higher education institutions in the UK. We are renowned globally for the quality of our teaching and research.

The strength of our academic expertise, combined with the breadth of disciplines we cover, provides a wealth of opportunities and has real cultural, economic, societal and environmental impact.

The University strives to achieve academic excellence within an ethical framework informed by our values of integrity, equality and inclusion, community and professionalism.

Leeds is a community of more than 38,000 students from 150 different countries, over 8,700 staff of 100 different nationalities and we are in touch with more than 267,000 alumni in 191 different countries. A member of the Russell Group of universities, we are one of the UK's top ten research institutions and one of the UK's most prestigious and diverse universities.

Highlights include:

- 88% of final year students reported through the 2018 National Student Survey that they are satisfied with the quality of their course, placing us joint top in the Russell Group.
- The results of the Research Excellence Framework (REF) 2014 ranked Leeds in 10th place for research power and 9th for research impact. The assessment identified that over 80% of our research is rated “world-leading or internationally excellent”.
- The University is number 93 in the QS world rankings in 2018 and was named University of the Year 2017 in the Times and the Sunday Times' Good University Guide.
- The University has an annual turnover £715 million and we are in good financial health with a strong balance sheet.
- Our commitment to invest for the long term is based on robust financial plans that set exacting student recruitment targets, ambitious improvements in research performance and significant efficiency improvements.



- For every £1 million of revenue generated by the University, we generate secondary economic impact of £1.31 million – 74% of which flows into the regional economy of Yorkshire and Humberside.

Values

The University's core values are as follows:

- Academic excellence: knowledge, academic freedom, critical independence, creativity, innovation and world-class performance;
- Community: public service and citizenship; collegiality, teamwork and mutual respect;
- Integrity: openness, transparency and honesty;
- Inclusiveness: diversity, equal opportunity and access;
- Professionalism: provision of effective and efficient customer-focused services in all aspects of our work (internally and externally).

The Faculty of Arts, Humanities and Cultures

The Faculty of Arts, Humanities and Cultures has one of the broadest portfolios in the arts and humanities, as well as the creative arts and technologies, among the Russell Group of research-intensive universities. The Faculty brings together experts to deliver teaching and research in our nine schools: English, History, Music, Design, Fine Art, History of Art and Cultural Studies, Languages, Cultures and Societies, Performance and Cultural Industries, Media and Communications, Philosophy, Religion and History of Science and a number of institutes. Our research projects range widely by period, geography and theme but are united by their focus on innovation, academic rigour and global reach.

“Students and researchers in our Faculty benefit from a wealth of opportunities thanks to the strength of our academic expertise and the breadth of disciplines we offer. Together we are able to make a real impact on the world and bring benefits in cultural, economic and societal ways.” – *Professor Frank Finlay Executive Dean.*

For more information on the Faculty of Arts, Humanities and Cultures, see <https://ahc.leeds.ac.uk/>.



The School of Languages, Cultures and Societies

The School of Languages, Cultures and Societies is one of the largest and most diverse Schools of Languages in the United Kingdom, with approx. 200 members of academic staff and 2,500 students enrolled on undergraduate or postgraduate programmes, including: Arabic, Islamic and Middle Eastern Studies; Classics; Comparative Literature; East Asian Studies; Film Studies; French; German; Intercultural Studies; Italian; Linguistics and Phonetics; Russian; Spanish, Portuguese and Latin American Studies; and Translation Studies. The School also houses the Language Centre, which provides in-sessional and pre-sessional language tuition for international students across the University, and Languages for All, which offers institution-wide foreign language provision. Innovations made by the School to enhance students' experience in recent years include undergraduate programme reform, the growth of modules in intercultural studies and comparative literature, the introduction of cross-disciplinary teaching at all levels, and the cultivation of world-leading expertise in the teaching of languages.

The School has a vibrant research culture, with over 90 research-active staff, a strong track record of securing external funding, and around 200 postgraduate researchers. It hosts a number of key research centres, including the Centre for World Literatures, the Centre for New Chinese Writing, the Centre for World Cinemas and Digital Cultures, as well as Language@Leeds (an interdisciplinary, cross-faculty centre supporting language research) and the Centre for Excellence in Language Teaching (with its sector leading approach to scholarship). Recent externally-funded research projects include work on building inclusive civil societies in post-conflict countries (AHRC/GCRF), on young children's understanding and use of adjectives across the socioeconomic spectrum (ESRC), on Petrarch commentary and exegesis in Renaissance Italy (AHRC), and on the use of community arts to fight antibiotic resistance in Nepal (AHRC/MRC/GCRF).

The Head of School works with Deputy Heads of School, the Executive Director of the Language Centre, and the School Executive Group.

Further information about the School can be found at:

<https://ahc.leeds.ac.uk/languages>



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

