



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of School, School of Molecular and Cellular Biology,
Faculty of Biological Sciences**



Salary: Grade 9 – Grade 10 (Competitive salary)

Reference: FBSMB1158

Closing date: 19 May 2019

We are committed to flexible working for all our employees

Head of School

School of Molecular and Cellular Biology, Faculty of Biological Sciences

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 Molecular and Cellular Biology, 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 Biological Sciences, 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 October 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 Executive 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 service 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 detail 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 John Ladbury, Executive Dean of the Faculty of Biological Sciences

Tel: +44 (0)113 343 5669 or +44 (0)113 343 0909

Email: j.e.ladbury@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 Biological Sciences

The Faculty of Biological Sciences has a long established reputation in delivering research-led student education with a strong suite of programmes covering the biological sciences with a continued portfolio development being informed by an active Industrial Advisory Board. Our teaching and research is delivered via three schools; School of Biology, School of Biomedical Sciences and School of Molecular and Cellular Biology.

We are a leading faculty within the life sciences in terms of our research power, subject diversity and interdisciplinarity for example through our contributions to the internationally renowned Astbury Centre, medical research and emerging Global Food and Environment Institute.

The School of Molecular and Cellular Biology

Research and teaching in the School of Molecular and Cellular Biology is led by over 50 academics and independent fellows.

Our research is organised into five groups:

Biotechnology: Our research in this group aim to develop research tools and commercial products using molecular and cellular approaches. This encompasses the



generation of single domain antibodies and biotherapeutics, and the use of synthetic biology to manipulate natural processes.

Cancer: We study the molecular and cellular basis of cancer and work towards the development of target-specific therapeutics. Areas of strength include cell signalling, tumour biology, cancer genomics, viral oncology and cancer therapeutics. There are particular strengths at the interfaces of cancer research with structural biology and virology.

Cell and organismal biology: Research in this area is focussed on the molecular mechanisms underlying cellular functions in health and disease. We use a range of models such as mammalian cells in culture, plants, worms and flies. Our studies exploit the state-of-the-art facilities in genomics and imaging, such as super-resolution microscopy and cryo-electron microscopy.

Microbiology: Leeds has a long-standing reputation for research in virology and bacteriology. We have particular strengths in the study of virus structures and in multi-disciplinary approaches to understand the molecular basis for replication and pathogenesis of important human and animal viruses.

Structural biology: Leeds researchers made major contributions to the development of structural biology and we are one of the top centres of excellence in the UK. Recent investment from the University, Wellcome Trust and MRC has provided us with outstanding facilities for NMR spectroscopy and cryo-EM, and we have a wide range of biophysical instrumentation to study biomolecular interactions.

Our research strategy aims to develop larger, more strategic programmes of research that connect our areas of strength and that build on our outstanding research facilities.

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.

