



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Director of the Institute for Transport Studies (Head of School)
Faculty of Environment**



Salary: Grade 9 - Grade 10, Competitive Salary

Reference: ENVTR1113

Closing date: 8 December 2019

Available from April 2020 or as soon as possible thereafter.

We will consider flexible working arrangements

Director of the Institute for Transport Studies (Head of School)

Faculty of Environment

Are you an experienced and ambitious academic looking for an exciting senior leadership position? Do you have the ability to provide the leadership and strategic vision necessary to lead the Institute in successfully developing and delivering its 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 Institute for Transport Studies (ITS), maximising strategic opportunities arising from the changing landscape of higher education and the University's strategic plan, whilst leading and delivering excellence across research, innovation and student education.

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

You will have the leadership skills, ambition and creativity to take forward the development and delivery of the Institute's academic strategy and objectives. You will thrive on working collaboratively in a dynamic environment to enhance the world-leading reputation of the Institute 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 April 2020 or as soon as possible thereafter.



What does the role entail?

University and Faculty Responsibilities

As Director of the Institute, 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 as a whole;
- Work in partnership with the 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.

Institute Leadership

As Director of the Institute, you will:

- Provide strategic vision, direction and inspirational leadership for the academic development and delivery of the Institute'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 Institute and promoting its reputation and impact;



- Take responsibility and accountability for the overall performance of the Institute through its finances, staff and structures, processes and procedures, monitoring performance against plans;
- Lead, manage and support the development of all Institute staff, ensuring that talent management and succession planning are delivered, and promoting 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 Institute, and lead the School Management Team;
- Ensure the effective implementation of the University's health, safety and wellbeing policies and management systems within the Institute and support our sustainability agenda.

You will also continue to dedicate time (approximately one day per week) to your academic activity. Any additional support will be by negotiation with the Faculty Executive Dean.

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 Director of the Institute, 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 responding positively to changing priorities;
- A breadth and depth of academic expertise in transport studies 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 a supportive, collegiate environment for staff and students that is inclusive, promotes equality and supports diversity;
- Evidence of effective and appropriate team-working, providing and responding to constructive feedback, monitoring and addressing performance, and building trust;
- 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 Andy Dougill, Executive Dean of the Faculty of Environment

Tel: +44 (0)113 343 6492

Email: a.j.dougill@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 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.

The University has achieved a Gold rating in the [Teaching Excellence Framework \(TEF\)](#), the highest award possible, and is ranked in the top 100 universities in the world according to [QS World University Rankings 2019](#).

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 Environment

The world is facing challenges of environmental change and increasing natural hazards. These changes affect every aspect of society from how we produce food, to the cities we live in and the natural resources we depend on. There is a growing need to understand them and create practical solutions to manage and mitigate their impact.

We tackle these challenges by bringing together expertise across a wide range of topics, covering earth sciences, environmental science, food science, sustainability, geography and transport planning to deliver impact-orientated research.

The Faculty employs over 640 members of staff and has circa 2,500 students. The Faculty's total income is c. £94 million p.a., of which £41 million is from research grants.

The Schools within the Faculty have an excellent track record of recruiting outstanding students, delivering an excellent student experience and supporting our graduates to achieve the best possible outcomes, both at Leeds and beyond.



In the 2014 Research Excellence Framework (REF), the impact of research carried out in all schools within the Faculty of Environment was rated as either 'world-leading' or 'internationally excellent'. The Faculty is well prepared for its submissions to REF 2021.

The University is undergoing a significant capital programme, with major projects including the new Institute for High Speed Rail and System Integration, which will form part of a new off campus facility-the Leeds Engineering & Technology Campus (LETeC).

As part of our continued commitment to equality and inclusion, we strive to create an environment where everyone can reach their full potential and have a real opportunity to participate in and contribute to our activities.

The Faculty of Environment has received an Athena SWAN silver award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector.

This award represents the combined efforts of all the Schools in the Faculty and shows the positive actions we have taken to ensure that policies, processes and ethos all promote an equal and inclusive environment for work and study.

The Institute for Transport Studies (ITS)

As Director of the Institute, you will lead one of the largest and foremost academic groups dedicated to the inter-disciplinary study of transportation.

ITS is home to approximately 83 academic and academic-related staff, 73 PhD students and 119 full time MSc students. The Institute has experienced rapid growth over the last 3 years (student education income has increased by 60%, and research income by 50%), whilst consolidating its positioning within global rankings (12th for Transportation Science and Technology - Shanghai Ranking's Global Ranking of Academic Subjects 2019; 5th for Transportation - Center for World University Rankings 2017).

The Institute's main building has benefitted from a recent £4m upgrade, and there are plans to invest in further development of the estate to re-house the Institute's 'Virtuocity' suite of world-class transport simulators.



The incoming Director would be inheriting an Institute which is academically strong and financially sound – and well-positioned to take the next step in terms of its global positioning.

Research & Innovation

With a current research grant portfolio worth some £20M, ITS delivers high-quality high-impact research which informs transport policy and practice, and generates benefit for the wider economy and society at large.

The Institute's research mission is *"to support the development of intelligent mobility systems that are connected, inclusive, productive and resilient"*. This is reflected in ITS's priority research themes, which include [Automation](#), [Energy](#), [Rail](#), [Transport in the Global South](#), [Digital futures](#) and [Virtuocity](#).

The Institute is committed to delivering excellence in its research activity, as evidenced by the Research Excellence Framework (REF) 2014, which judged 85% of ITS/Civil Engineering research at the University to be 'world leading' or 'internationally excellent'.

Student education and training

The Institute's research-led education portfolio is focussed primarily at postgraduate level, comprising 6 Transport-based [MSc programmes](#), as well as a PhD programme.

In partnership with other schools at the University, ITS also contributes substantive input to other Transport-related programmes at both undergraduate and postgraduate level, including the BA Geography with Transport and BEng/MEng Civil Engineering with Transport.

The Institute also offers high quality training for transport professionals through its [short courses](#), which are recognised by professional bodies including ICE, IHT and CILT.

These education and training courses have been developed through close co-working with the Institute's 20-strong External Advisory Group, and place considerable emphasis on the two-way exchange of knowledge and skills between academia and the transport sector.



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.

