



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of the Work and Employment Relations Division, Leeds University Business School



Salary: Grade 9 – Grade 10 (Competitive salary)

Reference: LUBSC1469

Closing date: 24 February 2020

We will consider flexible working arrangements

Head of the Work and Employment Relations Division, Leeds University Business School

Do you have the ability to provide the strategic vision and leadership necessary to lead the division to successfully develop and deliver the Division'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 Work and Employment Relations Division, 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 the Faculty of Business Executive Leadership Team, 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 Division, 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 busy and 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 1 July 2020 (or as soon as possible thereafter).



What does the role entail?

University and Faculty Responsibilities

As Head of Division, 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 Group, 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 three Faculty Pro-Deans (for Student Education, Research & Innovation, and International), Deputy Dean, the other Heads of Division and Professional Service leads to develop and deliver the Faculty's academic strategies;
- Lead programmes of work to successful delivery as requested by the Executive Dean and Deputy 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.

Divisional Leadership

As Head of Division, you will:

- Provide strategic vision, direction and inspirational leadership for the academic development and delivery of the Division's plans;
- Support and promote collaboration across all academic activities, including the requirements to meet the standards of relevant accreditation bodies;
- 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 Division 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 Division 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/Division, and lead the Division 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 Division 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. 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 a Head of Division, 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 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 Julia Bennell, Executive Dean of the Faculty of Business

Tel: +44 (0)113 343 0612

Email: j.bennell@leeds.ac.uk



Or

Professor Keith Glaister, Interim Deputy Dean of the Faculty of Business

Tel: +44 (0)113 343 1909

Email: k.w.glaister@leeds.ac.uk

Additional information

The University

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 8,600 staff of 100 different nationalities and we are in touch with more than 250,000 alumni in over 190 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

Leeds University Business School (LUBS) is a leading, full-service business school, regularly world ranked by the Financial Times, QS and The Economist, and one of a small number of schools worldwide to be triple accredited by AACSB, AMBA and EQUIS. We are a Top 10 business and management research institution (REF 2014).

LUBS is a single-school Faculty of the University of Leeds, with annual income of £74.5m and some 425 staff across six Divisions. Our mission is to make an exceptional impact on business and society globally through leadership in research and teaching. We deliver undergraduate, masters, MBA, PhD, executive and professional education and online study, to over 4,500 students from around 100 countries.



Leadership and Structure

The School is led by the [Executive Dean](#), supported by the Deputy Dean, three Pro-Deans (for Research and Innovation, Student Education, and International), and the six Heads of Division. The [Divisions](#) are:

- Accounting and Finance
- Economics
- International Business
- Management
- Marketing
- Work and Employment Relations

International Advisory Board

The School receives external guidance and support from its [International Advisory Board](#) (IAB). The experience and expertise of our IAB members reflects our international aspirations, our connectivity with private and public sector, and our desire to provide students with an inspiring and world class learning experience.

Rankings

LUBS is one of the most influential business schools in Europe. We are ranked:

- Top 10 in the UK across all business subject groups (Times and Sunday Times Good University Guide 2019);
- 8th in the UK for the employability of our graduates (QS Graduate Employability Rankings 2019);
- 6th (UK) / 18th (world) for our full-time MBA programme (THE/ Wall Street Journal One Year MBA Rankings 2018);
- 12th (UK) / 92nd (world) for our full-time MBA programme (Financial Times Global MBA Rankings 2018);
- 1st in the UK for Accounting; in the Russell Group, 1st for Economics and Management Studies, joint 2nd for Finance and Marketing, and 4th for Business Studies (National Student Survey 2018).



Facilities

LUBS is housed in the impressively renovated 19th century Maurice Keyworth building and the newly refurbished Charles Thackrah building. With significant growth in student numbers in recent years, a [multi-million investment](#) to further improve the School's facilities is well underway. Phase one is complete, and phase two of the scheme – construction of eight new classrooms – commenced early last year. Phase three, to be completed by late 2021, is an ambitious new building to house a multi-storey teaching facility. This will be shared by LUBS, the School of Law and the School of Languages and Central Teaching Space. It is expected to include a new Trading Room, flexible teaching areas and Behavioural Laboratories to provide more flexible and innovative ways of teaching.

The Work and Employment Relations Division

[The Work and Employment Relations Division \(WERD\)](#) of Leeds University Business School is one of the largest interdisciplinary groupings of social scientists working in the fields of HR, employment relations and the sociology of work and employment in the UK. Through its associated research centre, the [Centre for Employment Relations, Innovation and Change \(CERIC\)](#), the rigour and quality of the Division's research is widely recognised for both excellence and impact on policy and practice. The Division jointly hosts the ESRC Digital Futures at Work Research Centre (Dig!T), an £8 million investment in research into the impact of digitalisation on the future of work. Professor Mark Stuart is co-director of this prestigious new ESRC research centre and Professor Chris Forde is deputy director.

WERD's flagship MA HRM programme is one of the most popular HR programmes in Europe. The Division also offers an MSc Management Consulting, and from September 2020, a path-breaking MSc Data Analytics and HRM. The Division also offers a small undergraduate programme in HRM and leads the University's Q-Step Centre.

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.

