



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of the School of Media and Communication, Faculty of Arts,
Humanities and Cultures**



Salary: Appointment at grade 9 or above, with a competitive salary to be agreed

Reference: ASN-81716

Closing date: 15 February 2021

The appointment is available from 1 August 2021

We will consider flexible working arrangements

Head of the School of Media and Communication Faculty of Arts, Humanities and Cultures

Can you provide the strategic vision and leadership necessary to enable the School to successfully develop and deliver its plans, through 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 Media and Communication, 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 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.

This represents an opportunity for a senior scholar proficient in inter-disciplinary and multi-disciplinary working to shape collectively the future of a School with a diverse portfolio of subject specialisms at a leading Russell Group University. You will be able to obtain very quickly a detailed working knowledge of the School's complex, multi-disciplinary operations, including a very wide variety of research projects and programmes of both undergraduate and postgraduate study.



As an international research-intensive university with a strong commitment to student education, the University aims to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world. In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.

What does the role entail?

As Head of School your main duties will include:

University and Faculty Responsibilities

- 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 three Faculty Pro-Deans (for Student Education, Research & Innovation, and International), the Deputy Dean, other Heads of School 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.



School Leadership

- 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.

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 providing academic leadership in the area of Media and Communication, 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.

Terms of Appointment

As part of our ongoing recognition of, and commitment to, leadership roles at the University of Leeds, senior leadership appointments are made on an ongoing (not termed) basis. These roles require significant focus and will require the post holder to use their judgment as regards the allocation of their time. However, we would ordinarily expect leadership responsibilities in such senior roles to absorb circa 0.8 fte, leaving the remainder of time for the pursuit of your academic activity.



How to apply

The University of Leeds has engaged the services of Berwick Partners (an Odgers Berndtson company), to whom applications should be sent.

To apply, please visit:

<https://www.berwickpartners.co.uk/opportunities/assignment/81716/>

For an informal and confidential discussion, please speak with our advisors at Berwick Partners.

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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 8,600 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 School of Media and Communication

From political campaigns and international affairs to popular culture and social networking, communication and the media are at the centre of everyday life. We cannot fully understand modern societies without understanding media and communication.

The [School of Media and Communication](#) is part of the [Faculty of Arts, Humanities and Cultures](#) and has a vibrant and growing culture of innovative teaching and research. The School is committed to research-led teaching, which is reflected in the range of our degrees, giving students opportunities to tailor degrees to their own strengths and interests. Students critically examine how people share knowledge, values and beliefs through television, journalism, film, online media and beyond. Our research is multidisciplinary, theoretically innovative and socially relevant. We're a leading centre for media and communication research, collaborating with academic institutions, the public sector and media industries, both in the UK and across the globe.

We value working in partnership with others to enhance our teaching and to make a positive social impact. Collaborating with academic institutions, the public sector and media industries in the UK and across the world, we examine the relations between media, communication and society, and explore the impact of these interactions.

As a School we work closely with local businesses to create [work experience opportunities](#) for our students and invite media professionals to deliver inspiring [talks and workshops](#) on campus. We collaborate on research projects with organisations including the BBC, the National Media Museum and the UK's media and entertainment trade union BECTU.

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. It comprises nine schools as well as a number of institutes:

- Design
- English



- Fine Art, History of Art and Cultural Studies
- History
- Languages, Cultures and Societies
- Media and Communication
- Music
- Performance and Cultural Industries
- Philosophy, Religion and History of Science

Our research projects range widely by period, geography and theme but are united by their focus on innovation, academic rigour and global reach.

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

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.

