



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of the School of Sociology and Social Policy
Faculty of Social Sciences**



Salary: Grade 9 / Grade 10, competitive salary

Reference: ESLSS1093

Closing date: 30 September 2022

This role will be based on the University campus, with scope for it to be undertaken in a hybrid manner. We are also open to discussing flexible working arrangements.

Head of the School of Sociology and Social Policy Faculty of Social Sciences

Do you have the vision and leadership necessary to conceive and manage a programme of strategic development in the School of Sociology and Social Policy? Are you committed to creating a culture in which people are inspired, motivated and developed to achieve their full potential? Are you passionate about delivering world-leading research and an exceptional student experience in an international and interdisciplinary context?

As Head of School, you will lead and manage the School of Sociology and Social Policy, 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 Faculty Executive Group of the Faculty of Social 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 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 January 2023 (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 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 agreed faculty strategies and objectives both internally and externally;
- Work in partnership with the three faculty Pro Deans (for Student Education, Research and Innovation, and International), 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 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;
- Develop, implement and monitor annual and medium-term plans for the sustainable academic development of the School, together with programmes and initiatives to meet Faculty objectives, including academic, equipment and buildings investment;
- 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;
- Have experience influencing culture change and guiding, supporting and embedding desired practices and behaviours across the staff communities;
- 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 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.

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. Any additional support will be by negotiation with the Faculty Executive Dean.

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 also include the following:

- A single **statement** providing your vision for the School and how you believe your existing knowledge and expertise equip you to carry out the role.
- 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 Paul Johnson, Executive Dean of the Faculty of Social Sciences
Email: p.j.johnson1@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 education and research.

The strength of our academic expertise combined with the breadth of disciplines we cover, provides a wealth of opportunities and has a 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 truly a community, with more than 39,000 students from 137 different countries, over 9,000 staff of 100 different nationalities and we are in touch with more than 281,000 alumni in 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:

- Leeds is ranked in the top 100 universities in the QS World University Rankings 2022.
- We were The Times and The Sunday Times' University of the Year in 2017 and are currently ranked 15th in its Good University Guide 2022.
- The latest High Fliers report, *The Graduate Market in 2022*, has ranked Leeds in the top 10 most targeted universities in the UK by graduate recruiters.
- We contribute £1.3 billion every year to the UK economy and students add close to £200m of international revenue into the City Region each year.



Values

The University's core values are as follows:

- Collaboration: We work together to achieve our goals and ambitions
- Compassion: We are caring and considerate in our words and actions
- Inclusivity: We are a community where everyone is welcome and belongs
- Integrity: We are open and honest in our words and actions.

The Faculty of Social Sciences

The Faculty of Social Sciences comprises the School of Education, School of Law, School of Politics and international Studies, and School of Sociology and Social Policy. It has around 3,250 undergraduates, 2,300 taught postgraduates, and over 150 postgraduate researchers from over 40 countries. We have an annual research grant turnover of around £4m derived from sources including the Economic and Social Research Council, the European Commission, government departments and charities.

The Faculty seeks to support disciplinary and challenge-led research and colleagues' work engages with many of the most important societal challenges currently facing the world. The Faculty places great emphasis on ensuring that current research informs the work that colleagues undertake with their students, bringing relevant, real-world issues to the lecture theatre and seminar room. The interdisciplinary nature of the Faculty's research and teaching, concerned with issues of key importance to the future of the societies in which we live, make it an exciting and stimulating place to work and study.

The School of Sociology and Social Policy

Since its foundation, the School of Sociology and Social Policy has been a major centre of research and graduate training, and has produced some of the leading academic figures in their fields.

The School is home to several distinctive research groups and centres, specialising in the broad areas of gender, disability studies, racism and ethnicity, family and life course, health technologies and social and political thought.

The School has a diverse community of 65 staff, 500 undergraduates, around 400 taught postgraduates and 30 postgraduate researchers.



Find out more about the School [here](#).

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

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

