

## **Job Description – Pro Vice-Chancellor and Head of College College of Physical Sciences and Engineering**

The Pro Vice-Chancellor and Head of College will be responsible and accountable to the Vice-Chancellor for the management and leadership of the College of Physical Sciences and Engineering, including, *within the framework of the University's overall policies and procedures*, the control, allocation and accounting for the financial, human, physical and other resources of the College, preparation of all forward plans and budgets of the College and participation in the overall strategic development of the University. **Specific responsibilities** delegated from the Vice-Chancellor include:

1. The assignment of research, teaching, administrative and other duties to the academic and other staff of the College;
2. Promoting the development of learning and teaching, including their quality and enhancement, across the range of provision associated with the College;
3. Encouraging and promoting the prosecution of research by staff and students of the College;
4. Encouraging and promoting innovation and knowledge transfer as appropriate within the College;
5. Arranging for the selection of students for admission to the University;
6. Ensuring compliance within the College with University regulations in relation to all academic, employment, financial, professional and statutory bodies, and other matters;
7. Developing appropriate plans and strategies for the College for approval by the University and to manage the resources of the College to fulfil the objectives identified therein;
8. Ensuring on behalf of the University compliance with its obligations with regard to the health, safety and welfare at work of staff and other persons or animals in or affected by the College and for the premises, plant and substances therein;
9. Liaison, where appropriate, with all relevant professional and other bodies (e.g. NHS bodies) in order to ensure adequate support for research, education and training;
10. Representing, or arranging representation of, the College on all appropriate bodies both internal and external to the University.

The Pro Vice-Chancellor and Head of College does not directly line manage staff outside the College involved in the delivery of support services, but is expected to play a leading role in setting strategy and direction.

The Pro Vice-Chancellor and Head of College may also be responsible and accountable to the Vice-Chancellor for a smaller cross-cutting area which may be developed in discussion with the Vice-Chancellor.

The Pro Vice-Chancellor and Head of College will line manage the Heads of Schools within the College.

The Pro Vice-Chancellor and Head of College is a member of the University Executive Board and as such has the following generic responsibilities:

- to play a significant role in developing and delivering the University's strategy;
- to lead the University in areas of responsibility delegated to them, including taking a visible corporate leadership role on issues assigned and agreed by the Vice-Chancellor and the University Executive Board;
- to promote the University in teaching, research, innovation and engagement;
- to promote the interests and values of the University internally and externally;
- to play an active role in the recruitment and appointment of high calibre staff to the University;
- to encourage staff development to meet the overall needs of the University in the context of its development;
- to encourage and develop interdisciplinary activities between Colleges and Schools;
- to take responsibility for chairing University committees, and as necessary playing a part in ceremonial University activities including graduation ceremonies;
- to encourage and reward research, academic excellence and collegial participation throughout the University;
- to play an active role in the University Executive Board, assisting the Vice-Chancellor to achieve the goals of the University as defined in its Strategic Plan and contributing to University planning and to the formulation of policies and procedures;
- to respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages and minimises risk to the University;
- to contribute to the development and testing of University risk and crisis management plans which will be utilised in crisis situations or when serious unexpected events occur;
- to promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their location or mode of study;
- to promote the University as a place of international repute in which to study, research and work and encourage international collaboration and exchange;
- to build effective and productive relationships with key influencers in government, business and professional bodies;
- to actively promote cross-institutional structures and systems (whether related to research/academic programmes/portfolio matters or administration);
- to represent the University as required at local, national and international level; and

- to undertake other such duties as required by the Vice-Chancellor.

### *Key Relationships*

Vice-Chancellor:	Reporting to the Vice-Chancellor who will be responsible for ensuring that each Pro-Vice-Chancellor has a robust set of objectives, performance development review processes and a personal development plan.
Deputy-Vice-Chancellor:	Co-ordinating certain activities under the leadership of the Deputy-Vice-Chancellor and reporting to the Deputy-Vice-Chancellor on specific projects agreed by the Vice-Chancellor.
Pro-Vice-Chancellors:	Being an equal member of the University Executive Board, working in collaboration to develop and implement consistently Cardiff University strategy and policies.
Internal:	University Executive Board (the senior management team) Senate Council Court Heads of Colleges and Schools and Directors of University Research Institutes Chief Operating Officer Directors of Professional and Support Services Registrar Staff Students
External:	Welsh Government Higher Education Funding Council for Wales Cardiff Council Partner universities in the UK and internationally Research Councils and other research funders Industrial and commercial firms. NHS bodies Russell Group GW4 Universities UK Universities Wales

### **Person Specification**

The candidate should be an acknowledged leader in research and teaching. S/he will provide evidence of high standing in his/her field and will be known and respected in a relevant professional community. Such a profile is a pre-requisite to the incumbent being accorded the appropriate level of respect and credibility internationally, in the UK and Welsh Higher Education sectors and the University.

### *Key Competencies, Capabilities and Experience:*

- significant Board level leadership experience relevant to the role context;
- significant academic track record in a field relevant to the role context, with distinction in research and teaching;
- the ability to lead continuous organisational change and development;
- the ability to think strategically, to help develop a vision for the future of the University in and beyond the context of the current strategy;
- demonstrable experience of leadership and turning plans into action;
- significant experience of working in a large and complex organisation and capacity to undertake management at a senior level;
- research leadership: securing, rewarding, nurturing research including the securing of external grants;
- financial management and significant budgetary planning;
- initiative, judgement, decision-making and change management;
- track record of facilitating the highest quality research, learning and teaching, administrative and service outcomes through the active recruitment, development and management of people and financial resources;
- track record of managing a successful and thriving academic school/department;
- involvement in relevant professional communities and understanding of the role of professional practitioners;
- track record of successful co-operation and collaborative working relationships, both internal and external, in order to deliver the University's Way Forward and develop the University; and
- demonstrated success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the University and external stakeholders.

### *Attributes and Skills:*

- the ability to inspire and motivate;
- proven capabilities as a team leader;
- good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- ability to represent the University at formal events and meetings with outside bodies and to establish relationships with stakeholders;
- ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for research, scholarship, teaching and learning;
- willing to travel both nationally and internationally;
- ability to treat staff and students with respect and develop and maintain good working relationships with colleagues, students and external groups;
- understanding and application of the principles of consultation, collegiality and maintaining the University as the critic and conscience of society; and

- understanding of the complexity and diversity of the University and ability to adapt his/her approach and style accordingly.