

JOB DESCRIPTION: Director of the Institute of Arabic and Islamic Studies

Date: 1 March 2022

<p>Main purpose of job</p>	<p>The Director will provide leadership for the Department and develop its strategy in line with University goals and aspirations and the requirements of the endowment fund. As a member of the Faculty's Executive Board, they will also contribute to the effective leadership and management of the Faculty, working collaboratively across departments and with other faculties.</p> <p>The Director is responsible for the delivery of key Departmental KPIs (for example, in finance, student numbers, NSS, completion, graduate outcomes, education gain and research and business funding and outputs). They are jointly responsible for shaping and successfully delivering the strategic direction of the academic disciplines within their remit, aligned with the strategic imperatives of the Faculty and the University.</p> <p>As a member of the Faculty Executive Board, provide clear and effective leadership to the Institute, promoting a sense of collegiality, ambition, inclusion and a vibrant culture, encouraging productivity, promoting interdisciplinarity and ensuring the Department contributes to the delivery of the Faculty's agreed business plan.</p> <p>The Director will also work closely with the Faculty APVC-Global and the DVC-Global Engagement in developing and implementing the University's MENA engagement strategy.</p>
<p>Reporting to</p>	<p>DPVC</p>
<p>Responsible for (people)</p>	<p>Operational responsibility for: Institute Directors of Education, Research and Global Engagement, Academic Leads, other Institute leadership roles as designated by the DPVC.</p>
<p>Main duties and accountabilities</p>	
<p>1</p>	<p>Shares collective responsibility with the wider Faculty Executive team for providing clear and effective leadership to the Faculty and plays a full role in the executive functions of the Faculty, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence.</p>
<p>2</p>	<p>Provide support and academic leadership for Institute Directors of Education, Research and Global, Academic Leads and other departmental leaders, developing and implementing agreed plans for the development of the functions in their remit, in fulfilment of the University's vision and strategy as well as Faculty goals.</p>
<p>3</p>	<p>Responsible for the effective line management of Institute Directors of Education, Research, Global Engagement and Academic Leads, ensuring that the priorities set out in University and Faculty strategies and plans are implemented well and that development needs and support are addressed pro-actively.</p>
<p>4</p>	<p>Working within the framework determined by the University and Faculty, the Director of the Institute retains responsibility for the</p>

	control and use of the endowed fund, in consultation and agreement with the Faculty PVC, and effective use of delegated resources (including non-pay budgets as appropriate) and allocation of workload.
5	Ensure that (i) communication within the Institute is managed well, and it is honest, genuine, accurate and informative, (ii) academics in the Institute are managed effectively, (iii) supportive and responsive probation arrangements are in place for new academic staff, (iv) recruitment, probation, appraisal and promotion procedures for academic staff are proactively managed, and (v) that change is anticipated, initiated and managed with clarity, vision and commitment to staff wellbeing and inclusion.
6	Champion the University's values of discovery, respect, excellence, inclusion and community for their department, ensuring that values are visibly taken forward and embedded, promoting a sense of collegiality, ambition and drive, encouraging productivity and creativity
7	Support the Institute Director of Education, as one of their direct lines of report, to promote excellence in learning and teaching and success for all, including NSS and graduate outcomes, assuring and enhancing the quality of education, supervision and training of undergraduate and postgraduate students.
8	Support the Institute Director for Research & Impact, as one of their direct lines of report, to promote excellence in research and REF, encouraging interdisciplinarity and collaborative working across Departments and Faculties.
9	Support the Institute Director of Global Engagement, as one of their direct lines of report, to increase international student recruitment and programme development, ensuring that Departments are engaged globally in everything they do.
10	Support the for Business & Regional Engagement, as one of their direct lines of support to promote excellence in enterprise and business within the Departments, encouraging the development of partnerships regionally and nationally and Knowledge Exchange Framework success.
11	Overseeing the management of Institute Academic Leads, promote effective development, support and mentoring for academic staff at all career stages.
12	Ensure that effective health and safety systems and procedures are implemented, actively managed and monitored within the Department.
13	Create a supportive and compassionate environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity, prioritises well-being and is underpinned by effective systems and procedures that are implemented, actively managed and monitored within the Departments.
14	Actively role model the University's expected leadership values and behaviours, represent the Institute and the University (regionally, nationally and globally) as appropriate to enhance our external profile and generate benefits for the University as a whole.
15	Ensure effective communication and collaboration within the Faculty, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve goals.
16	Report on delivery against targets as required.
Key liaisons	Membership of Faculty Executive Board Membership of subject Teaching Excellence Framework Group

	<p>Membership of relevant University committees/boards and other working groups within Faculty and across faculties/university to promote interdisciplinarity and to support university-wide strategic objectives.</p>
<p>Learning and development requirements and opportunities</p>	<p>HoD Engage Additional academic management skill modules as required via personalised development plan in Performance Development Review Academic Leader Development Programme</p>
<p>Person specification (essential and desirable)</p>	<p>Associate Professor or Professor from any academic job family.</p> <p>Experience in an academic leadership role, with a good understanding of education and research and the ability to engage others in that vision Demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and contribute to the delivery of change</p> <p>Awareness and understanding of political issues and higher education regulation</p> <p>Ability to think creatively and the willingness to suggest new and creative approaches to problems</p> <p>Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally</p> <p>A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity</p> <p>Ability to prioritise and delegate appropriately, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork</p> <p>Good understanding of the importance of delivering results through effectively managing people, finances, and other resources to achieve these</p> <p>Demonstrable experience of contributing to the development of a supportive and compassionate environment for staff; sound leadership ability and understanding of matrix relationships; commitment to the effective development of colleagues and provision of support and mentoring for academic staff at all career stages</p> <p>Credibility gained from knowledge and experience in a cognate academic area of the Faculty, an understanding of departmental interdependencies and the ability to represent the department at Faculty level</p> <p>Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour</p> <p>Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager;</p>

	or through the relevant processes within the University as appropriate
Term of office	3 years with review and option to extend for further 2 years subject to satisfactory review (usually ending on 31 July) .
Recognition	<p>Time allocation for leadership responsibilities to be agreed on appointment, to include consideration of contractual hours and other support that can be made available to facilitate this role e.g. Deputy role/other management roles.</p> <p>A pensionable salary is payable for this role as approved by UEB.</p>
Date last reviewed/approved by	<p>March 2022.</p> <p>Director of Human Resources</p>