University of Southampton

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Candidate Pack

Post title:	**Deputy Head of School (Research & Enterprise)**
School:	**Winchester School of Art**
Faculty:	Faculty of Arts and Humanities
Posts responsible to:	Head of School (direct); Faculty Associate Dean (Research & Enterprise) (indirect)
Posts responsible for:	School / Department Directors of Research (indirect and where appropriate)
Post base:	Office-based

Job Purpose

The Deputy Head of School (Research & Enterprise) supports the Head of School and Faculty Associate Deans in the development of School plans that reflect and deliver the University and Faculty strategies, and lead and monitor the implementation of those plans within the School.

More detail on the University strategy can be found here and institutional research here.

The purpose of the Deputy Head of School (Research & Enterprise) is to:

- Work with the Faculty Associate Dean (Research & Enterprise) and other Deputy Heads of School (Research & Enterprise) in the Faculty on the development of Faculty research and enterprise strategies that reflect and deliver the University research and enterprise strategies.
- Lead, manage, and promote the development of school research and enterprise plans that reflects and deliver the Faculty research and enterprise strategies.
- To support the implementation of staff development and research and enterprise performance activities and for the effectiveness of research and enterprise processes, including, KEF (Knowledge Exchange Framework) and REF (Research Excellence Framework) preparations and monitoring, research governance, conduct and proposal approvals.
- Play a lead role the optimisation of impact of the school research, the diversification of income streams, the identification of new research and enterprise opportunities, engagement with external stakeholders and the dissemination of best practice in research and enterprise.

Key Accountabilities/primary responsibilities

Key accountabilities/primary responsibilities	% Time
University level • Work in collaboration with colleagues across the University to share and harmonize good practice to ensure consistency, efficiency and effectiveness of research and enterprise responsibilities and processes. • Contribute to University level networks working groups and committees to support delivery of the University Research and Enterprise strategies.	10%
Faculty level • Work with the Faculty Associate Dean (Research & Enterprise) and other Deputy Heads of School (Research & Enterprise) in the Faculty on the development of Faculty research and enterprise strategies that reflect and deliver the University research and enterprise strategies. • Contribute to Faculty –level networks, working groups and committees to support the delivery of the Faculty and University research & enterprise strategies.	10%
School Level Ensure that effective processes are in place for governance, approvals, review and conduct of research and enterprise. • **Research and enterprise income responsibilities**: Work with the AD Research & Enterprise to ensure the identification of new research and enterprise opportunities and the diversification of income streams within the School. • **REF planning responsibilities:** In conjunction with REF champions support the implementation of university Research Excellence Framework (REF) planning and data collection across the School. • **KEF planning responsibilities:** In conjunction with KEF champions support the implementation of university and Knowledge Exchange Framework (KEF) planning and data collection across the School.	60%

Key accountabilities/primary responsibilities	% Time
Staff Development and Performance • To be involved with the appointment and promotion decisions for all mixed contract ERE posts and senior (level 5-7) Enterprise- and Research-focused posts in the Faculty, ensuring appointments are aligned with the appropriate Faculty and University strategy. • Advise on the appointment and promotion of all balanced contract and Research-focused ERE posts in the School. • In collaboration with colleagues, the Doctoral College and CHEP, foster and maintain an environment in which the development needs of staff and students involved in research in the School are met. • Support the Faculty Associate Dean (Research & Enterprise) and the Head of School in ensuring implementation of a performance framework that utilises research and enterprise performance metrics (including income, applications, awards, publications, PGR students, impact). • Support the strategy that is in place for staff engagement to ensure that staff contribute to and engage with the School, Faculty and University strategy including organizational change. • Ensuring that, as a senior member of the faculty, you lead the way in delivering an exceptional Student experience. • Enact the 'Southampton Behaviours' and work with colleagues to embed them as a way of working within the Faculty.	15%
Other Duties • Deputise for the Head of School and Faculty Associate Dean (Research & Enterprise) as required and take on other duties that fall within the scope of the post as allocated by the Head of School following consultation with the post holder.	5%

Internal and external relationships
• The Dean of Faculty and Vice-President (Research & Enterprise). • University and Faculty academic staff; other Associate Deans and Officers of the University (Heads of Schools/ Heads of Departments, Heads of Enterprise Units etc.). • Faculty Managers; Faculty Operating Service staff; Head of Faculty Finance. • Chief Operating Officer, Executive Directors and Directors of relevant Professional Services. • Director of the Centre for Higher Education Practice • Local, national and international public and private sector regulatory bodies and public organisations. • Funding bodies (including charities and UKRI, European Union, corporate and other sponsors). UKRI and the relevant research councils Members of such committees and boards as may be relevant to the role.

Person Specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience	• PhD or equivalent professional qualifications and experience in a subject area relevant to the Faculty. • Well-established national and international reputation in a subject area relevant to the Faculty. • Have a substantial track-record of significant grant capture from across UKRI and the wider research and enterprise funding landscape. • Have a deep and developing knowledge of the UKRI and wider funding landscape at policy and practice levels. • Have a research practice of their own (practice, project, or scholarship based) of international standing – including as PI on funded programmes. • Extensive knowledge of the REF. • Evidence of a track record of providing strategic and visionary direction in the development of research and/or enterprise. • Have a deep set of insights into art schools and the contemporary research-intensive university.	
Planning and organising	• Proven ability to plan and shape the direction of an area of research activity with substantial impact on finance and/or reputation of the University. • Proven ability to lead major funding bids and/or consultancy activities, developing funding sources and attracting significant funds.	
Problem solving and initiative	• Ability to develop significant new concepts and original ideas within own field in response to intractable issues of importance to the research area.	
Management and teamwork	• Have significant research leadership experience, including convening interdisciplinary teams set to work on high-impact programmes of work. • Be a consummate networker, internally and externally, able to bring to the role a powerful set of influential relationships.	Confidence and courage to take on challenges and to be accountable for any decisions/risks taken.

	• Be great with people, as a colleague, leader, and manager, with demonstrable experience in culture change and development. • Ability to work across the multiple disciplines within the Faculty. • Ability to foster and develop good relationships between own Faculty and the rest of the University. • Ability to work proactively with senior colleagues to develop cross-Faculty and cross-University cooperation and effectiveness. • Ability to monitor and manage resources and budgets. • Ability to shape a positive culture of management, leadership and engagement at all levels of the department through exceptional leadership and personal example. • Ability to build, support and maintain a high performing exclusive management team and to support a structured approach to strategic planning. • A proven track record of achieving performance targets and supporting others to meet their performance targets.	
Communicating and influencing	• Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience. • Extensive track record of presenting research results at group meetings and conferences. • Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and other stakeholders. • Ability to provide expert guidance and to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems. • Ability to negotiate for the Faculty on key issues. • Ability to represent the University on specific issues, as agreed with the VPRE. • Ability to develop and lead key communications strategies. • Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders and represent the University nationally and internationally.	

	• Ability to be an articulate advocate for the faculty and able to promote and protect its interests. • Ability to demonstrate evidence of achieving results through persuasion and negotiation where no direct authority exists.	
Other skills and behaviours	• Be unambiguously committed to EDI and to the fair development of young and early career and PhD researchers, as well as gender equity in research. • Compliance with relevant Health & Safety issues. • Positive attitude to colleagues and students. • Ability to demonstrate alignment with the University's core values in all areas of work, and champion those behaviours in the Department.	
Special requirements	• Ability to attend national and international conferences to present research results.	

Further Details and How to Apply

This post is offered on a tenured basis initially for a period of three years, which is extendible up to a maximum of five years. At the end of this tenure, the successful candidate will return to a substantive Professorial position within the School.

Winchester School of Art is being supported in these appointments by Gareth Duxbury: Consulting. For further details, and to apply, please click here. For an informal discussion please contact Gareth via gareth.e.duxbury@gmail.com.

Applications must consist of a full academic CV and a Covering Letter addressing the key criteria and motivation for the post.

The deadline for applications is 12:00 (BST) on xxxxx.

Shortlisted applicants will be invited to on-campus meetings and interview in late October / early November 2023.

Working at the University of Southampton

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