



Job Title	Head of the School of Economics / Professor of Economics
School/Department	School of Economics
Job Level	UNNC Scale B Level 7
Job Family	Research and Teaching
Substantive Contract Status/Duration	The professorial position is available from September 2022 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to five years. This contract may be extended on an indefinite basis based on mutual agreement.
Head of School Appointment Package and Duration:	<p>In addition to substantive academic appointment as Professor of Economics, successful candidate will be offered RMB25,000 as allowance in recognition of the additional responsibilities taken as Head of School. This payment will stop when the role holder ceases to be Head of School.</p> <p>Head appointment is available from September 2022 and will initially be offered on a fixed-term appointment for a period of up to four years. This appointment may be extended based on mutual agreement.</p>
Location	University of Nottingham Ningbo China
Hours of Work	Irregular working hours
Responsible to	Dean of the Faculty of Humanities and Social Sciences

Purpose of role:

To lead, inspire and develop the School, with and through its members, to ensure it achieves the highest possible standards of excellence in all activities.

The Role holder will be expected to undertake academic leadership and managerial responsibilities within the School. Roles at this level will have a significant impact on the direction, strategy, objectives and results of the University by influencing and shaping the available resources as appropriate to meet the current and future needs of the University.

	<p>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</p>
1	<p>Personal Responsibilities as Head of School</p> <ul style="list-style-type: none"> • Demonstrate visionary and strategic leadership, acting as a consistent role model. • Manage the School in accordance with delegated responsibility from the Faculty Dean; setting appropriate goals and accountabilities. • Be accountable to the Faculty Dean for all aspects of the performance and running of their School. • Be accountable for resource and budget management, as devolved by the Faculty Dean, for the effective planning, management and delivery of target budgets allocated. • Develop the educational and research capacity and talent of the school • Actively contribute to the Faculty Executive Board and the overall leadership and management of the Faculty, including strategic planning and direction setting. • Undertake functional responsibility for specific agreed Faculty cross cutting activities when requested. • Engage in on going personal development relevant to the role. <p>Personal Responsibilities as Professor of Economics</p> <ul style="list-style-type: none"> • Plan and lead the development and implementation of research strategy within Economics. Develop and communicate a clear vision of the academic unit/University’s strategic direction and ensure the delivery of University strategic plans within area of responsibility. • Through original, recent and published research of international excellence, maintain and further develop an international reputation as a research leader in a major subject area. Where appropriate lead research and collaborative partnerships with other educational institutions or other external bodies and promote and market the work of the academic unit. • Lead and support funding bids that develop and sustain research support for the specialist area and advance the reputation of the academic unit and the University. • Contribute to and/or lead the development of the curriculum in own area, demonstrate innovative/leading edge approaches to learning that achieve the educational standards of the School/ Department and, where appropriate, professional body. Disseminate best practice in teaching and learning methodologies within and outside the university. • Deliver lectures and provide advice, instruction and examination in the subject at all levels, from undergraduate teaching to advising on post-doctoral research. • Organise national and/or international workshops to further disseminate and explain research findings. • Chair committees and participate in University decision making and governance and contribute to the development of academic policies across the University. • Provide intellectual leadership of the School’s academic community, providing direction and mentoring for less experienced colleagues. Lead, appoint, manage and develop individuals and/or teams to deliver the research and/or teaching

	<p>plans. Foster inter-disciplinary team working to develop team spirit and team coherence.</p> <ul style="list-style-type: none"> • Responsible for the management and resolution of all student and/or team issues drawing on specialist advice and support as required. • Responsible for the organisation and deployment of resources within area of responsibility. • Lead and develop internal and external networks to foster collaboration, share information and ideas and promote the subject and the University. • Contribute to the running and strategic direction and development of the University through designated committees or project activities. • Participate on national and international bodies; act as an advisor to government and in any other external advisory capacity. Where appropriate contribute to the development of higher education processes in the UK.
2	<p>Provide Leadership</p> <p>Work alongside the Faculty Dean, and with help and support from colleagues within the school, to:</p> <ul style="list-style-type: none"> • Develop and implement the academic strategy and subject matter discipline of the School; ensuring that the School’s strategy is in line with University and Faculty strategic plans and direction. Embed internationalisation as appropriate. • Promote and represent the School, Faculty and University both internally and externally. Provide an external voice for the School and promote international partnerships. • Contribute to University led activities on behalf of the School. Serve as a point of contact between the University, the Faculty and the School. • Strategic thinking to identify opportunities to work with other academic units in the Faculty and the University on research projects and teaching programmes.
3	<p>Deliver Excellence via others</p> <p>Research</p> <ul style="list-style-type: none"> • Enable achievement of the Faculty’s research strategy/priorities. Facilitate a dynamic and forward-looking research environment which fosters integration and collaboration. Develop and maintain the highest research standards. • Ensure the highest levels of quality, integrity and ethics in all research undertaken. • Maintain oversight of research outputs, grant capture and study leave. <p>Teaching and Students</p> <ul style="list-style-type: none"> • Ensure the continuous improvement of teaching and learning to provide the best possible teaching and student experience. • Ensure students are at the heart of the University and that opportunities are identified to enable the inclusion of students in appropriate decision-making processes. • Deliver student recruitment targets, in conjunction with central admissions teams. • Effectively dealing with student complaints.

	<p>Knowledge Transfer</p> <ul style="list-style-type: none"> • Enable others to create and exploit new opportunities for knowledge transfer activity to secure additional income streams and new areas of research/teaching.
4	<p>People Management</p> <ul style="list-style-type: none"> • Engender a values-based culture driving excellence in staff engagement, communications, equality, diversity, dignity, inclusion and wellbeing, within and beyond the school. Foster an ethos of cooperation, collaboration and mutual respect. • Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the school. • Develop and deliver appropriate structures for management, consultation, decision making and communication with staff and students. • Provide people-focused leadership; creating and setting a vision for the future which staff understand and engage with. • Facilitate the development and empowerment of all staff supporting them to excel. • Develop and deliver the school's people planning (including ensuring appropriate resources are in place). • Ensure that staff performance is appropriately managed and that fair workload allocation is in place. • Ensure all staff in the school are appropriately managed, where needed following relevant HR policies and tackling issues of complaints and conflict in a timely and appropriate manner. • Implementing a recruitment strategy in consultation with the Faculty.
5	<p>Financial Management</p> <ul style="list-style-type: none"> • Empower the School's Senior Team to manage devolved budgets and income and expenditure to promote financial sustainability and drive growth of income and/or value for money requirements in line with agreed KPIs.
6	<p>Health and Safety Policy</p> <ul style="list-style-type: none"> • Be responsible for Health and Safety within the school. Create a positive, open and supportive health and safety culture where staff at all levels proactively engage with their own and others safety and health, aligned to current University policies, processes and best practice.
7	<p>Governance / Assurance</p> <ul style="list-style-type: none"> • Ensure that all appropriate University policies, operating procedures and regulations are implemented.

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strategic thinker, with effective analytical capability to facilitate conceptual thinking, innovation and creativity. • Proven ability to plan and lead the delivery of innovative research and teaching programmes, and to develop sources of funding. • People centred leadership skills. • Commitment to equality of opportunity for all. • Effective communication skills. • Able to delegate and manage a number of competing demands • Flexible and willing to adapt to changing circumstances. • Ability to exercise judgement, make decisions and take appropriate risks (which are in the best interests of the school and the University). ▪ Solution focused. 	<ul style="list-style-type: none"> • Skills in coaching and developing others in best practice techniques. ▪ Good ambassadorial and diplomatic skills.
Knowledge and experience	<ul style="list-style-type: none"> • In depth knowledge of a field within the broad area of Economics to enable the development of new knowledge, innovation and understanding in the field. • Established and widely recognised excellence and reputation in Economics. • Experience in designing strategies of curriculum development. • Extensive experience and capability to act as a role model in the areas of research, and teaching, as appropriate. • Previous experience and success in raising capital in support of new business projects, management of investment funds, grants and contracts. 	<ul style="list-style-type: none"> • Professorial level in relevant area. • Experience and capability to act as a role model in the areas of research and teaching as appropriate. • Established and widely recognised for excellence in relevant field. • Experience of developing and/or working in a cross-disciplinary research/teaching environment. • An understanding of University management systems and the wider higher education environment. • Significant record of supervision of postgraduate students. • Previous leadership experience.

	<ul style="list-style-type: none"> • Previous success in transferring research results to commercial professional or other practical use. • Experience of managing staff, with the ability to lead, whilst working as a member of a team. 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • PhD or equivalent 	<ul style="list-style-type: none"> • Fellowship/ membership of a relevant professional institution. • A teaching qualification.

Expectations and behaviours

We have a clear set of expectations and behaviours of our people at the University and the following are essential to this role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short-term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others

