SOAS - Head of Department - Job Description

**Purpose of Role:**

To provide academic leadership to the Department and be accountable for the production and delivery of the rolling Department Plan, setting out the strategy for the Department with the objective of ensuring that it is both academically and financially sustainable. The Department Plan is to be approved by the Executive Board, of which the Head of Department will be a member.

**Duties and Responsibilities**

The Head of Department may delegate duties and responsibilities to other staff within a Department management team but retain accountability for them. The structure of the Department management team is at the discretion of the Head of Department but the requirement for, and scope of, any posts that are to be remunerated will need be determined at Institutional level to ensure consistency across Departments. Heads of Department will agree an appropriately reduced teaching load and their research plan with their line manager (who will be a Pro-Director), with an expectation that research-active Heads will not be required to do class teaching.

**Leading and managing the Department**

1. To provide academic leadership for, and line manage, the academic staff within the Department, with “dotted line” management of the Departmental Manager.
2. To be responsible for the recruitment of the Department’s staff, in accordance with the Department Plan, and also for their development and workload allocation.
3. To be responsible for the budget management and business planning of the Department (with business support being provided by Finance, HR, Planning, Marketing, REO and the Departmental Manager) and to ensure appropriate compliance with the Institution’s financial regulations.
4. To be responsible for the co-ordination and strategic alignment of all of the activities of the Department in liaison with the Department management team.
5. To be responsible for organizing Department-wide meetings of staff, as required.
6. To represent the Department internally and externally, as required.
7. To promote equality of opportunity in all aspects of the Department's activities and business.
8. To promote a positive collegial environment for all staff and students in the Department.

**Students and curricula**

9. To ensure compliance with SOAS’s Quality Assurance (QA) procedures and mechanisms and its TEF strategy in collaboration with the Associate Directors for Learning and Teaching.
10. To develop and maintain a range of programmes which are highly regarded internally and externally.
11. To develop the process of teaching and learning and create a productive and well-regarded learning environment for students in a manner consistent with the SOAS vision.
12. To work with Marketing and Student Recruitment on recruitment and conversion events throughout the academic cycle, ensuring that appropriate academic staff are present at all events.

13. To contribute to the development of the international dimension through student recruitment and exchange.

14. To foster a student-centred approach in order to enhance all aspects of the student experience and be committed to the recruitment and retention of students at all levels and from all backgrounds.

15. To support approaches which assist students to maximise informed choices for outcomes after graduation, in line with the latest version of SOAS Careers and Destinations strategy.

**Research and engagement**

16. To promote a positive research environment within the Department and high quality research, including the achievement of an excellent REF outcome in collaboration with the Associate Directors for Research.

17. To facilitate, within available resources, the development of those research, consultancy and scholarly activities which will enhance the academic reputation of the Department and contribute to the personal development of academic staff.

18. To facilitate staff across the Department to engage in inter-disciplinary working within the Department and SOAS more widely.

19. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department and SOAS more widely.

**Leading SOAS**

20. To contribute to the strategic leadership of the Institution as a member of the Executive Board and to take collective responsibility for the running of the Institution; contributing to or chairing internal committees and working groups and representing SOAS externally, as required.

21. Acting as a key communication channel between the Executive Board and Department staff to ensure that there is a two-way flow of information and ideas.

22. To contribute to the development and implementation of SOAS policies and procedures.