**LEEDS TRINITY UNIVERSITY** **PERSON SPECIFICATION**

Job title: Interim Head of School of Social and Health Sciences

Department/School: Social and Health Sciences

Date: March 2020

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| **No.** |  |  |
| **ESSENTIAL** |
| **Qualifications** |
| 1 | A PhD/Professional Doctorate or significant high level professional experience in a related field. |  |
| 2 | Higher degree in appropriate discipline or equivalent academic or professional qualification. |  |
| **Experience** |
| 3 | A proven track record of senior leadership across a broad portfolio in a diverse organisation. |  |
| 4 | A record of academic achievement and evidence of continuing research and scholarly activity or policy development in the field of Education, and/or Childhood Studies. |  |
| 5 | Experience of working in, and leading both multi and inter disciplinary teams.  |  |
| 6 | Proven ability to develop and deliver strategic plans. |  |
| 7 | Proven ability to contribute to institutional strategic goals through the development and delivery of detailed operational plans. |  |
| 8 | Understanding of the national and international context for Higher Education. |  |
| 9 | Understanding of the changing national context for schools, school leaders, teacher training, children’s and family services and early years provision. |  |
| 10 | Experience of chairing committees and meetings. |  |
| 11 | Experience of line management and/or academic leadership relating to course and curriculum development and administration. |  |
| **Skills/Attitudes/Attributes** |
| 12 | Excellent management and leadership skills and the ability to delegate responsibilities effectively. |  |
| 13 | Ability to plan strategically for the management of all resources and processes (staffing, finance, space and equipment). |  |
| 14 | Ability to facilitate a collegiate and productive working environment within the School. |  |
| 15 | Ability to produce clear, concise documentation and the ability to communicate to a range of individuals and groups, within and beyond School and the University. |  |
| 16 | Ability to apply analytical and problem solving skills to a range of contexts. |  |
| 17 | Ability to represent the School or University externally. |  |
| 18 | Ability to provide appropriate intelligence to the University Executive inrelation to developments in areas relevant to the school. |  |
| 19 | Ability to network externally and facilitate partnership working with all relevant stakeholders including local councils, colleges, employers, local and international academic partners. |  |
| 20 | Excellent team working, interpersonal and presentation skills. |  |
| **Other requirements** |
| 21 | Commitment to the development of high-quality teaching, research, knowledge transfer and scholarship. |  |
| 22 | Commitment to supporting staff in the School and to providing a high-quality student learning experience. |  |
| 23 | Commitment to supporting educational aspiration and attainment in the local community. |  |
| 24 | Good IT skills. |  |
| 25 | A willingness to undertake and lead appropriate staff development and training. |  |