**Person Specification**

**Head of School - Faculty of Humanities, Arts and Social Sciences**

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| **Criteria** | **Essential / Desirable** | **Application Form / Supporting Statement / Interview** |
| **Academic Impact** Demonstrate established credibility within an allied field of expertise, evidenced by a distinguished record of research, teaching, and professional contributions at a national or international level. | Essential | Application form / Interview |
| **Strategic leadership and vision**  Demonstrate your strategic leadership by describing how you have developed and communicated a clear vision, inspired teams to excel in education, research, and engagement, and have driven future growth through innovation, adaptability, and continuous improvement. | Essential | Interview / Supporting Statement |
| **Equality, diversity, and inclusion**  Demonstrate your commitment to equality, diversity, and inclusion through authentic, values-driven leadership. Explain how you foster an inclusive culture that integrates diverse perspectives into decision-making. Provide an example of an initiative you led to promote fairness and representation. | Essential | Interview / Supporting Statement |
| **Planning and organisation**  Demonstrate your experience in planning and managing complex activities, ensuring effective use of resources to meet both operational and strategic goals. Explain how you have set priorities, manage risks, and ensure compliance with governance and quality assurance frameworks while delivering measurable outcomes. | Essential | Interview / Supporting Statement |
| **Communication and interpersonal skills**  Demonstrate exceptional interpersonal and communication skills. Describe how you build strong relationships, influence stakeholders, and facilitate collaboration across diverse teams. How would you engage effectively with both internal and external partners to enhance the School’s reputation and impact? | Essential | Interview / Supporting Statement |
| **Finance and resource management**  Demonstrate a thorough understanding of financial and resource management, with the ability to develop and manage budgets effectively. Describe how you have identified and explored opportunities for growth and income generation, and/or managed budgets to deliver strategic priorities, ensuring long-term organisational sustainability. | Essential | Interview / Supporting Statement |
| **Leadership and people management**  Demonstrate how you lead strategically whilst maintaining empathy and collaboration to support talented individuals, promote professional development and foster a supportive and motivating environment conducive to the effective delivery of teaching, research, and engagement activities. | Essential | Interview / Supporting Statement |
| **Problem solving and decision-making**  Demonstrate the ability to address and resolve complex challenges, employing analytical thinking and creative solutions. Provide an example of where you made informed decisions based on data and stakeholder input, balancing short-term needs with long-term objectives. | Essential | Interview |
| An understanding of the opportunities and challenges currently facing the Higher Education sector. | Desirable | Interview |

**Please also upload your CV along with a 2-page covering letter** *(two pages of A4 maximum, 11pt arial, normal margins)* to include an expression of interest, noting: why you wish to apply, your vision for the School, and how you would intend to approach the role, giving examples relating to the areas of responsibility listed:

* **Strategic academic leadership**
* **School planning, management and governance**
* **People leadership and development**
* **Financial and estate management**
* **Health and safety leadership**