

Director of Social Responsibility, School of Social Sciences

Role and core objectives

The role of the Director of External Relations is to provide strategic leadership on the development of Goal 3 (Social Responsibility) within the School. With the emphasis on Goal 3 as a key priority in the University's strategic goals, the primary role of the Director of External Relations in this developmental phase is to establish and develop the School infrastructure around Social Responsibility and External Relations.

The Director of External Relations works closely with the Head of School and other School Directors (Research Director, Undergraduate and Post Graduate Directors) and HoDAs, to develop and implement the School's Strategic and Operational Plan in relation to Social Responsibility and External Relations.

The Director of External Relations is responsible for providing leadership on the School's Social Responsibility agenda (through the Social Responsibility committee) and represents the School at relevant Faculty meetings, in particular the Humanities External Relations Committee (HERC). The Director of Social Responsibility works closely with the Faculty Associate Dean for External Relations in developing Faculty policy around Goal 3 implementation.

The Director of External Relations also works closely with a number of key administrative centres in the School and University, including Admissions, Widening Participation, MAP, Careers and Alumni Offices, Business Engagement, and the Equality and Diversity Office.

Meetings

- Chair of School Social Responsibility Committee - 5 meetings per year
- Member of School Executive Group (SEG) – weekly meetings
- Chair of School Web Board – monthly meetings for 2013-14
- Member of School Policy and Resources Committee (SPRC) – 6 meetings per year
- Member of School's Employability Working Group – 6 meetings per year
- Member of Humanities External Relations Committee (HERC) – 6 meetings per year

Communication/Administrative Lines

- Reporting to: Head of School, SEG, SPRC, HERC, School Board
- Communication with: HoDAs, DA Social Responsibility/Alumni representatives, other School Directors of External Relations, other SoSS School Directors and administrative centres
- Support From: limited support from school administrative support team

Specific Responsibilities

The role is currently still in the developmental phase, and a primary responsibility of the post to date is to define the role in relation to a developing/changing University agenda around Goal 3, particularly its move to a 'change programme' with clear areas of work around: research, teaching/student experience, community engagement, human resources and environmental sustainability. The role also requires close

collaboration and negotiation with other School roles which have responsibility for research and teaching, admissions and careers, equality and diversity. The wide remit for this role – which includes research and impact, teaching and learning, WP and student recruitment, employability, alumni, external and business engagement – and the embedding of SR/ER consciousness across the DAs and School, requires considerable ‘start-up’ time for this role.

Key Responsibilities:

- To maintain a strategic overview of evolving Goal 3 objectives, to inform the development of the annual School Strategic and Operational Plan, with particular focus on Social Responsibility and External Relations
- To identify, implement, monitor and promote SR/ER activities within the School and DAs
- To develop clear and deliverable targets around Goal 3 objectives, evaluate and report back on activities at DA and School levels
- To work with DA Social Responsibility Reps to develop and embed SR within each DA and promote SR agendas and objectives in staff and students.
- To work with the Research Director to raise the profile of School research in line with emerging University Goal 3 objectives and themes; including development and maintenance of relevant impact research agendas and projects, business engagement agendas and website development
- To work with the PGR/PGT and UG Directors to embed Social Responsibility in the Curriculum, to support the Employability Agenda, to encourage student volunteering/mentoring
- To work with HoDAs and SR/Alumni reps and the Careers and Alumni offices to raise the profile of School alumni, and develop exchanges between alumni, current and prospective students
- To work with MAP, WP offices and involved faculty/administrators to co-ordinate and support WP activities at School level
- To work with key academic and PSS staff on the development and maintenance of the School website, especially raising the profile of Goal 3 activities.
- To develop and support DA initiatives to support SR agendas in teaching, research and community engagement (including WP)
- To manage and allocate a budget for SR activities in the School (currently £5000) and seek additional financial support from DA and Faculty/University to support SR work
- To develop and sustain relevant links with University cultural assets/partners (including Manchester Museum, Race Relations Archive, John Rylands Library etc)
- To work with the other School External Relations Directors and the Faculty’s Associate Dean for Research in Social Responsibility and External Relations on strategy and related operational issues
- To work with the School Director of Equality and Diversity on issues around equality at all levels (student and staff).

- To co-ordinate with other relevant individuals and centres to promote and develop the School policy on Environmental Sustainability.
- To act as a liaison between University, Faculty, School and Discipline Areas on issues around Social Responsibility and External Relations
- To take an active role in shaping Faculty and University policy on Goal 3

Reward and Recognition

The Director of Research is a significant and demanding role requiring strategic and operational engagement. A significant workload allocation is attributed to this role (with appropriate financial allocation to the DA to cover immediate teaching needs), together with a one-semester period of research leave on completion of the role (in addition to the one-semester period of leave one is entitled to apply for after six semesters of service). The role of Director is recognised by the School Promotions Committee as contributing 'Service' to the School and demonstrating a senior level of 'Leadership'.

Non-pensionable salary enhancement of (currently) £5100.

Chris Orme
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