

FACULTY OF BIOLOGY MEDICINE & HEALTH

SCHOOL OF BIOLOGICAL SCIENCES (SBS)

VACANCY FOR DIRECTOR OF SOCIAL RESPONSIBILITY

Applications are invited from members of academic staff of the School of Biological Sciences for the post of **Director of Social Responsibility**.

Following Suzan Verstappen's appointment to Chair of the School Equality, Diversity and Inclusion (EDI) committee, a vacancy has arisen for Director of Social Responsibility for the School of Biological Sciences. It is anticipated that the post holder will dedicate 0.2 FTE of their time to this role in discussion with their Head of Division.

The post holder will report to the Head of School and will work closely with the Chair of the EDI committee, Vice Dean and Associate Deans for Social Responsibility and the School Leadership Team to lead the School's social responsibility (SR) strategy and ensure that SR is embedded in all activities, including teaching and research, across the School.

Applications are invited in the form of a brief curriculum vitae (2 pages) plus supporting letter demonstrating how you meet the person specification and how you would undertake the duties and responsibilities attached to the post. Please send completed applications to: [Liz Caine](#), Head of School Operations by **Tuesday 19th April 2022**.

For informal queries about the role please contact the current Director of SR, [Suzan Verstappen](#).

Overall Purpose of the Role

The Director (Social Responsibility, SR) will be responsible for building on and enhancing the excellent reputation in social responsibility for FBMH and for ensuring that the School of Biological Sciences develops and delivers an exciting, high quality strategy in social responsibility, which is in keeping with the visions and aspirations of FBMH.

The Director (SR) will be a member of the School Leadership Team leading the School's Social Responsibility Strategy. They will also interact extensively with the Vice Dean (SR), Associate Dean Environmental Sustainability, Academic Lead Service Learning, Head of School, Chair of the EDI committee, School Divisional Leads, School Research Director, Associate Deans for Research and Innovation, School PGT Lead, School UG Lead and the Head of School Operations in order to embed Social Responsibility within all activities of the School.

There will also be Faculty-wide responsibilities working with the SR Directors from the other two Schools, Faculty Academic Leads for Community Engagement, Widening Participation and the Museum of Medicine and Health and the Social Responsibility and Public Engagement Manager.

The post will be for a period of three years in the first instance and will carry a time allocation of 0.2 FTE. There will be no additional payments associated with this role. The appointee will continue to hold their substantive appointment and will revert to this following this period.

Specific Duties

The key duties and responsibilities of the Director (SR) will be:

- Work with the HoS to ensure that the School's Social Responsibility Strategy aligns with, and contributes to, FBMH's social responsibility strategy and its implementation
- The post holder will be responsible for developing, implementing and managing the School's social responsibility strategy
- Work collaboratively with all senior managers in the School to pursue the ambitions of the Faculty in relation to social responsibility, ensuring co-ordination with the research, teaching and learning strategies
- Work collaboratively with the Chair of the School's EDI Committee and Directors of SR in other Schools within FBMH to enhance the overall perception of the Faculty as an exemplar in social responsibility
- Represent the School at key meetings (e.g. SR Senior Management Team, School Leadership Team, FBMH SR SMT, FBMH PPIE, student volunteering meeting etc.)
- Be closely involved in shaping the School's strategy for patient and public involvement in teaching and research by working with the respective research leads, PGT leads, UG leads and Programme Directors within the School and ensure that key Patient and Public Involvement and Engagement (PPIE) activities in the School are reported.
- Share and disseminate good practices in PPIE within the School with other Schools within FBMH via the Social Responsibility and Public Engagement Team.
- Play a lead role in developing the public understanding of biology, medicine and health and the engagement of the local community in the work of the School
- In collaboration with the School Directors for Research and PGR, encourage and publicise research to local communities, including postgraduate research, and to encourage School staff to be involved in policy development at local, national and global scales
- In collaboration with the PGT and UG Leads in the School ensure that the School aligns with FBMH's goals in relation to training socially responsible graduates and in relation to widening participation
- In collaboration with the Vice Dean for SR and the Social Responsibility and Public Engagement Manager, develop and implement a strategy to support the promotion of the School to all external audiences
- Ensure that the School plays a role in meeting the University's sustainability targets and work closely with the Associate Dean for environmental sustainability to achieve these targets
- In collaboration with colleagues, developing plans to reduce carbon emissions and to identify and address barriers in general and across teaching and research to further this reduction

Person Specification:

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

Leadership and management

- Ability to think strategically and lead the on the development of a social responsibility strategy for SBS in line with our Five-Year Plan and the values and goals of the University and Faculty.
- A strong commitment to the goals and vision of the University and FBMH.
- Ability to create a sense of unity and common purpose
- Ability to implement and manage change effectively
- Someone who works well in teams and builds relationships at all levels
- Someone who accepts responsibility
- Someone with a proven track record in collegiate working and positive engagement with a diverse range of colleagues
- A clear vision of the goals of the University and FBMH in relation to Social Responsibility
- Ability to effectively implement and manage change

Academic background

- A personal academic standing that commands the respect of colleagues
- A record of leadership and management
- An understanding of the strategic issues affecting social responsibility within the School, nationally and internationally

Personal qualities

- A strategic thinker, who values consultation and collegiality
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener and influencer
- Someone who takes pleasure in the achievements of others
- An open, consultative management style