

Head of Division - Division of Cell Matrix Biology and Regenerative Medicine

Job Description / Person Specification

Reports to:	The Head of School – Professor Judith Hoyland
Organisational Unit:	School of Biological Sciences
Duration:	3 years in the first instance

Overall Purpose

Each School comprises a number of Divisions, which will be directed by a Head of Division. Heads of Division will be a member of the School Executive Committee and School Leadership Team and will be expected to provide a key leadership role in the School, including line managing academic staff and promoting the reputation of the School within the University and externally. Heads of Division will be expected to establish/maintain a Divisional Leadership Team to support them with the leadership and management of

The key responsibilities of a Head of Division will be to:

Strategy and academic planning

- Contribute to the development and delivery of the School strategic plan
- Develop and implement a strategy and priorities for the Division in the context of the School and Faculty strategic plans
- Be a member of the School Executive Committee and School Leadership Team
- Promote and act on interdisciplinary working and engagement in the life of the School
- Engage with peers and Vice-Dean & Head of School and other Faculty colleagues and encourage Divisional staff to engage in inter-Division, School and Faculty working
- Maintain awareness of, and act on, changes in the external environment that have implications for the Division and School

Management of the Division

- To provide leadership, management, and mentoring to the Division's academic and research staff through a range of appropriate mechanisms for engagement.
- support and develop individuals within the Division to ensure continuity and succession planning for key roles in teaching, research and leadership
- Encourage an environment of wider engagement and leadership to include inter-Divisional/School/Faculty working
- Foster a transparent culture in the Division where constructive feedback is openly given and received

- To lead regular Division meetings, and deliver effective two-way communication between all Division staff and the School and Faculty Management Team
- Have delegated responsibility for ensuring that staff in the Division adhere to University/Faculty policies and procedures as appropriate
- Maintain appropriate links with subject and professional bodies as applicable to the Division
- Ensure appropriate academic and research staff line-management structures in the Division and undertake performance and development reviews of staff
- Regularly review the research and teaching activities and outputs of academic staff within the Division and assess and manage performance relative to personal objectives and divisional priorities and strategy
- Ensure that research staff and PhD students are fully engaged and are appropriately represented in the life of the Division
- Recruit new staff in accordance with the overall directions and decisions of the Head of School
- Lead the academic promotion and probation processes for the Division, ensuring these are implemented consistently and adhered to on an ongoing basis, and be a member of the School Promotions Committee
- Foster effective working between staff and students
- Create an open, inclusive, and equal environment for all staff and students
- Have a strong commitment to reducing our impact on the environment.

Research

- Set targets in collaboration with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean for Research and Innovation to give a long-term perspective to the research of the Division and establish strategic alliances to improve research quality and impact.
- Work with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean for Research and Innovation to develop and implement research strategies in line with the Faculty 5-year plan
- Work with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean Research and Innovation to develop strategies to increase the impact of publications and other outputs
- Ensure that all staff on T&R/R contracts contribute at a level that meets the Faculty expectations in terms of research.
- Work closely with the School Research Director and to ensure individuals are aware of, and engage with relevant funding opportunities.

Teaching and Learning/Students

- Work with the Head of School, School UG and PGT directors and Vice Dean for Teaching, Learning and Students to develop and implement the teaching and learning strategies including plans to improve the student experience for both home and overseas students

- Ensure that all staff actively contribute to teaching programmes in line with the Faculty expectations.
- Keep under regular review all taught programmes and PGR programmes in the Division to ensure that specific objectives are being met.
- Have responsibility for the recruitment, admission, academic support, welfare and progression of students as appropriate for the division.

Financial/Estates

- Assist the Head of School in planning the effective use of the school budget.
- Identify the resourcing needs of the Division and work with the Head of School on investment requirements for the Division
- Manage the budget for the Division in accordance with the University's financial regulations.
- Assist the Head of School in space and estates planning.

Social Responsibility

- Understand the influence of area of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction. Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Actively promote EDI throughout the Division in accordance with University policies, procedures and mechanisms

Health and Safety

- Have delegated responsibility for ensuring that a safe working environment is provided for staff and students in the Division.
- The health and safety responsibilities are documented within the relevant statement of intent, which can be found at: [H&S Statements of Intent](#)

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 provide strong, inspiring leadership to the Division
- Highly self-aware and proactive in encouraging and developing leadership capability
- Role models the leadership qualities outlined in the University's Leadership Framework
- Effective and supportive line management of the Divisional Leadership team
- A clear commitment to the goals and vision of the Faculty

- Ability to create a sense of unity and common purpose
- Ability to implement and manage change effectively
- Role models the leadership qualities outlined in the University's Leadership Framework
- Ability to work well in teams and build relationships at all levels
- Prepared to take ownership and accept responsibility

Academic background

- A personal academic standing that has earned the respect of colleagues
- A record of leadership and commitment to excellence.
- An understanding of the strategic issues affecting higher education.

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
- Supports the development of teams and individuals
- An open, consultative management style
- Able and prepared to undertake difficult conversations where appropriate

Division for Cell Matrix Biology and Regenerative Medicine:

The Division of Cell Matrix Biology and Regenerative Medicine comprises of around 36 members of academic staff (including 4 clinical and 3 teaching-only) and has an annual research income of approximately £7.3 million. The Division has ~60 research staff and 64 PGR students.

The Division addresses fundamental questions to regenerative medicine, stem cell biology and the role of the extracellular matrix in the development, renewal and repair of tissues. Its research ranges from the mechanisms underpinning cell interaction with the matrix issues, to understanding tissue development, stem cell biology and regeneration, through to clinical application, developing engineered tissues and delivering novel cell and gene therapies for patient benefit.

The Division's work is multidisciplinary and collaborative, involving research into many different organs and tissues with diverse applications. Division members use state of the art enabling technologies such as genome editing, super-resolution imaging, 3D electron microscopy, proteomics, nanomedicine, including engineering and materials solutions. The Division's strengths span bioengineering, biomaterials and tissue engineering, stem cells, development biology, cell-matrix biology, nanomedicine, inflammation, wound healing and cell/gene therapies.