

JOB DESCRIPTION

POST: Head of Department and Professor / Reader of Law

POST NO: BLS-L01

DATE: January 2018

FACULTY: Business, Law & Sport

START DATE: As soon as possible

SALARY RANGE: Grade 9: £52,132 to £56,950 per annum
Grade 10: £58,655 to £62,843 per annum

HOURS: 37 hours per week, 1.0fte

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Dean of Faculty

THE POST

The Law Department is one of six Departments within the Faculty of Business, Law and Sport. It is forward-looking with a vision that embraces undergraduate and post-graduate provision, excellence in learning and teaching, research and consultancy/CPD activity.

The Law programme at Winchester has been written to embed legal skills, which include mooting, negotiation and client-interviewing as a general learning, teaching and assessment method and role holder will be expected to embrace this philosophy. In 2018 the Law programme will be redesigned in readiness for the Solicitors Qualifying Examination and an essential requirement of the role will be to lead on the design, development and delivery of the new programme.

An additional responsibility is to support the activities of two Research Centres: the Centre for Parliament and Public Law and The Centre for Information Rights. The latter, which has been in existence since September 2012, has a growing reputation in its field and works with a range of national organisations, including the Office for National Statistics. The Centre for Parliament and Public Law is newly formed and will be developing its vision and mission. The role will include developing local and regional contacts to support the work of the Centres.

The Head of Department position is for four years after time the post holder will transfer to their substantive position of Professor or Reader (dependent on qualifications and experience). It is expected that the role will contribute to the Department's growing research agenda in preparation for the next REF exercise.

Main Duties and Responsibilities

To lead the Department of Law staff and activities. To engage in scholarly activity and grow and maintain a high-quality profile of research and knowledge exchange activity. To undertake teaching duties. To engage in the development of programmes including their planning and design.

The chief responsibilities of the Head of Department and Professor/Reader will be:

Academic Leadership

- to provide leadership and guidance to the law programmes in relation to their curriculum planning and development
- to ensure that programmes effectively carry out their teaching and other responsibilities to students
- to ensure that the Departmental student experience is monitored and enhanced
- to ensure that the University Quality Assurance and Enhancement processes are applied in all programmes belonging to the Department and in particular to ensure the success of programme level annual monitoring and to produce the annual Departmental Report
- to encourage, in co-operation with the Dean, curriculum review and development in the Department, in line with the Faculty Strategic Plan
- to encourage and manage, in co-operation with the Head of Research and Knowledge Exchange in the Faculty, Research and Knowledge Exchange activity within the Department
- to encourage and manage, in co-operation with the Dean, innovation in teaching and learning in the Department
- to work with Student Recruitment and Marketing on all matters relating to the recruitment, admission and marketing of Programmes the Department's programmes.

Staff and Resources

- to lead and manage the academic staff of the Department
- to assess and advise the Dean of Faculty on the Staff Development needs of the Department
- to ensure the full implementation of the Staff Development and Review Scheme in the Department
- to ensure that the recruitment of new members of staff is in accordance with Faculty and University policies and procedures
- to manage and monitor where appropriate the Departmental budget, operating within the Faculty's model for the allocation of resources, including staffing
- to evaluate the resource and other budgetary needs of the Department and advise the Dean on these matters
- subject to the responsibility of the Faculty, to work with Estates, Communications and Marketing, IT Services and Library Services to maintain

and where possible enhance the learning and teaching environment in the Department

Research

- to provide academic leadership within the Department and Faculty by taking a strategic role in the management and development of research in the Faculty
- to contribute to the development and promotion of the research culture in Department, Faculty and University
- to undertake and regularly publish research of recognised national and international quality
- to secure external research funding from research councils and external organisations
- to regularly participate and contribute to international conferences, seminars and scholarly gatherings in the research discipline area
- to undertake external activities appropriate to a leading international researcher in the discipline e.g. journal editorship, conference organisation, visiting fellowships
- to supervise doctoral students
- to participate in University research activities, including engagement in committees, working groups and projects

Teaching and Learning

- to contribute to the Department's well established skills based learning ethos and deliver innovative skills based teaching to a high standard
- to contribute to the planning, design and development of the law programmes broadly and in relation to specific modules
- to contribute to the ongoing development of postgraduate provision
- to engage fully with the Teaching Excellence Framework agenda and to engage with the Higher-Education Academy through its fellowship scheme

OTHER DUTIES

All staff are expected to contribute to University administration, course planning, curriculum development, the recruitment of students, engage in research and knowledge transfer and scholarly activities and programme leadership. Additionally, staff are required to participate in relevant staff development activities. The University's courses involve evening and weekend teaching and, where necessary, this will form part of the duties of the post.

The person appointed will be required to undertake such other duties as may from time to time be allocated by the Vice-Chancellor/Dean of Faculty.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed

amendments.

CONDITIONS OF SERVICE

The appointment will be made at Grade 9, currently £52,132 to £56,950 per annum or Grade 10, currently £58,655 to £62,843 per annum and annual incremental progression within this range. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

The Head of Department position is for four years after which the post holder will transfer to their substantive position of Professor / Reader (dependent on qualifications and experience).

Your normal place of duty will be the West Downs campus. However, you may be required to work in any part or department of the University and in any Centre of the University or as otherwise required for the due performance of your duties and responsibilities.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per year plus statutory Bank Holidays and local discretionary days. A proportion of this entitlement is allowed pro rata for part-time staff.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Candidates will be required to make a 15 minute presentation to the Interview Panel on:

Their short, medium and long term vision for the Department of Law

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

UNIVERSITY OF WINCHESTER
PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I and P) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<u>EDUCATION/TRAINING</u>					
A first degree or equivalent (e.g. GDL) in English Law.	X		X		
Postgraduate professional qualifications in law.		X	X		
Doctoral qualification:					
For appointment at Professor	X		X		
For appointment at Reader	X		X		
<u>EXPERIENCE</u>					
Ability to demonstrate a substantial portfolio of high quality research practice and activities of international standing with identifiable outcomes	X		X		
Experience of designing and leading programmes	X			X	
Evidence of ability to manage effectively the day to day operation of an academic Department and its associated activities	X		X		
Experience of successful doctoral supervision to completion:					
For appointment at Professor	X		X		
For appointment at Reader	X		X		

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<u>KNOWLEDGE</u>					
Subject knowledge of areas of law appropriate to the QLD undergraduate syllabus	X		X	X	
Knowledge of the Solicitors Qualifying Examination	X		X	X	
<u>SKILLS/ABILITIES</u>					
Ability to communicate effectively	X		X	X	X
Good organisational skills, including working to deadlines	X			X	
Ability to take initiative	X			X	
Effective management of people and financial resources	X			X	
Skilled in the use of information and communication technology	X			X	X
<u>PERSONALITY</u>					
Reliable and committed	X			X	
Enthusiastic and motivated	X			X	X
Empathetic to the needs of students	X			X	X
<u>OTHER</u>					
To be committed to equality of opportunity in Higher Education	X		X	X	
To be actively contributing to the development of your discipline	X		X	X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which are complimentary to all Gym Pass holders.

Our values

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

Individuals Matter

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

Spirituality

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

Mission Statement:

'To educate, to advance knowledge and to serve the public good'

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.