

Head, Strathclyde Institute of Education

Department	Strathclyde Institute of Education (www.strath.ac.uk/humanities/education/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Academic	Reference No	561612
Reports To	Associate Principal & Executive Dean	Grade:	Professorial
Salary Range:	Commensurate with experience	Contract Type:	Open Contract
FTE	1.0 FTE – hours as required to fulfil the duties of the post	Closing Date	
Holidays	31 days + 11 statutory days Option to purchase additional holidays	On Site Facilities	Car parking, sports centre, catering
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies		

Job Advert

We are the University of Strathclyde. Our vision is innovative and groundbreaking, placing us amongst the world's leading international technological universities. We are vibrant, dynamic and passionate about solving the challenges facing society and industry through our cutting-edge, multi-disciplinary research, education and knowledge-exchange with global partners.

The Faculty of Humanities and Social Sciences seeks an exceptional candidate and change agent for the position of Head of the Strathclyde Institute of Education. We are looking for a dynamic individual with an outstanding international reputation and track-record including academic leadership and a high level of interpersonal and communication skills. You will be expected to provide academic and motivational leadership to enable the Institute to take forward and enhance its successful portfolio of research and knowledge exchange activity, its leading teaching programmes at undergraduate and postgraduate levels, and to enhance the Institute's national and international reputation.

Job Description

Brief Outline of Job:

As part of the University's ambition to enhance its international reputation, we are looking to appoint a Head of Institute to take forward the next stage of its development. The post is open-ended and the successful candidate will hold the position of Head of Institute for three years from the date of appointment in the first instance; it is expected that half their time will be taken up by Head of Institute duties. Thereafter, assuming no re-appointment as Head of Institute, they will carry out the role of Professor.

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You will work with the Institute Leadership Team (ILT), shaping strategy and operational decision-making. The ILT structure consists of Deputy Head Research, Deputy Head Innovation and Impact, and Deputy Head Teaching and Learning, as well as Directors who have responsibility for specific aspects of the Institute's strategic plan. As a member of the Faculty Executive Team, you will play a key role, working with the Executive Dean and the other Heads of Department, in contributing to the strategic direction of the Faculty of Humanities and Social Sciences and of the University.

We expect to appoint at Professorial level however, exceptionally, we may consider appointments at Reader level where there is a demonstrable and impressive upward career trajectory.

Subject to the Charter and Statutes and Ordinances and Regulations of the University, you will be responsible to Court of the University through the Principal for providing leadership in your academic area and will report annually on this. This is in addition to the responsibility which each appointee owes to their Executive Dean.

Main Activities/Responsibilities:

1.	As part of the Faculty Executive Team, be collectively responsible for the development and review of Faculty strategy and policy, communicating policy and strategy to colleagues within the Institute and engendering a climate of trust and confidence.
2.	To ensure that all staff contribute to the overall success of the Institute.
3.	To act as official ambassador of the Institute and represent and promote the interests of the Institute both within and out-with the University.
4.	To map staff resources to cognate areas of activity, in terms of teaching, research and knowledge exchange.
5.	To work in partnership with the Executive Dean and Vice-Deans to align Institute Strategy to Faculty Strategy.
6.	To develop a vision for the Institute in line with Strategy 2030 and promote this vision to the Faculty and University and externally. Ensure colleagues in the Institute are aware of this and are working in support of it and create a supportive environment for the development and realisation of new initiatives.
7.	To develop appropriate detailed plans for the Institute, with specific and realistic targets in line with Outcome Agreements, the People Strategy, Strategy 2030 and beyond, which ensure delivery of Institute, Faculty and University objectives and outcomes.
8.	To oversee the workloads of individual members of staff within the Institute, and to address issues where tensions arise.
9.	To periodically review the Institute's staffing structure to ensure that the optimum structure for the delivery of Institute, Faculty and University objectives exists.
10.	To be responsible for workforce planning within the Institute, including succession planning and recruitment matters.
11.	To be responsible for the Performance management and development of staff within the Institute. Oversee the annual Accountability and Development Review exercise, oversee and support the personal development planning of staff, foster curriculum development and renewal plans and research plans of all academic and research staff.
12.	To oversee the induction, development and mentoring, and career enhancement of staff, including ensuring all probationary staff receive coordinated induction training and ensuring that the appropriate support is provided to early career academics through the Academic Career Development Framework
13.	To make recommendations to appropriate review bodies for staff development, recognition and reward.
14.	To undertake and/or oversee all aspects of people management within the Institute in line with University policy and practice, working in partnership with Human Resources to ensure appropriate outcomes. Insofar as necessary, and by invitation only, manage formal University procedures in relation to staff beyond own Institute, e.g. grievance and disciplinary matters.
16.	To act as the key communications conduit between staff within the Institute and the Faculty and University and to be accessible to any member of staff within their Institute.
17.	To promote and comply with Equality and Diversity legislation, policy and best practice.
18.	As part of the Faculty Executive Team, to contribute to the overall leadership of the Faculty, input into and support the Faculty's branding and marketing initiatives on behalf of the Institute.

19.	In conjunction with the Faculty Manager, identify responsibilities for the management of Health and Safety matters within the Institute.
20.	To promote the aims of the Faculty and the University.

Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	Essential/Desirable	Assessment Method
E1 Good honours degree and PhD (or equivalent) in relevant subject	Essential	Application/CV
D1 Membership/Fellowship of relevant academic and professional bodies (including the Higher Education Academy).	Essential	Application/CV
Experience		
E2 An outstanding and inspiring record of achievement in research and scholarship evidenced in a sustained portfolio of peer-reviewed publications recognised internationally	Essential	App/CV/Interview
E3 An established international reputation as an expert and leader in the field of Education or cognate discipline relevant to education e.g. Psychology, Sociology, Philosophy	Essential	App/CV/Interview
E4 A track record of multi/inter-disciplinary research collaborations and external partnerships.	Essential	App/CV/Interview
E5 A demonstrable track record of impact in research engagement and knowledge exchange	Essential	App/CV/Interview
E6 A track record of substantial research funding over a sustained period	Essential	App/CV/Interview
E7 Extensive, successful experience of leading and delivering high quality teaching to undergraduate and postgraduate students and supervision of research students.	Essential	App/Interview
E8 An established track record of project, budget and staff management.	Essential	App/Interview
E9 Established networks and links with relevant national and/or international bodies, learned societies, government and/or relevant Chartered/professional bodies.	Desirable	App/CV/Interview
Job Related Skills and Achievements		
E10 Knowledge of and engagement with relevant education policies in Scottish, European and global contexts	Desirable	App/CV/Interview
E11 A leadership approach and style which is consistent with the University's Values and which inspires others to deliver.	Essential	Interview
Personal Attributes		
E12 Ability to think strategically and contribute at a senior level to the Institute, Faculty and University.	Essential	Interview
E13 Excellent interpersonal and communication skills, with the ability to build relationships and trust.	Essential	Interview

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Professor Ian Rivers, Associate Principal and Executive Dean of Humanities and Social Sciences via hass-deansoffice@strath.ac.uk

Conditions of Employment

Conditions of employment relating to the relevant staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

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Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post are expected to be

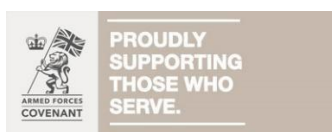
Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Professorial Staff



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

Each professor is responsible to the Court of the University through the Head of Department/School, Dean and Principal for the fulfilment of the normal professorial duties. Unless otherwise indicated, members of staff are appointed for full time service.

Heads of Department/School are responsible to the Court of the University through the Principal for that department as a whole. The conditions of such appointment are as set out in Regulation I.13, and a separate letter of appointment. Each professor is ex-officio a member of the Board of Study for the Faculty in which the professor's department or area is located.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff. The probation period for posts in this staff category is 12 months. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate level at or above the minimum for professorial staff. Performance is reviewed annually and any adjustments to salary are at the University's discretion.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that academics carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected

to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least six months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of six months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2022