

Job Description

Post/Job Title:	Deputy Head of Department in Media Production (Internal Only)
Postholder:	POSN100896/ POSN106034
Ref:	FMC360
Faculty:	Faculty of Media & Communication
Department:	Media Production
Normal hours per week:	Full time, job-share, part-time and flexible working arrangements are welcomed and will be considered. Some flexibility will be required in order to ensure that key time scales and deadlines are met.
Grade:	9
Duration:	The post holder is appointed to an established contract of employment. The Deputy Head of Department post is initially available for a five year period, although by mutual agreement, this may be extended by three years to eight years in total.
Accountable to:	Head of Department – Media Production

Deputy Head of Department roles provide a career path for experienced academics who wish to advance their academic excellence in a chosen specialist subject through high quality output, and who under the direction of the Head of Department, can make a significant personal and team contribution to the developing reputation of their department in line with the University's academic strategic objectives. A **range of the typical responsibilities** below will be agreed with those who take on the roles to meet the needs of the Department and will be reflected accordingly when compiling an individual's balanced workload.

Job Purpose

- Under the direction of the Head of Department to manage, lead, and effectively deploy a team of academic staff within the Department who individually and collectively contribute to the on-going development of an academically stimulating environment aligned to the strategic direction of the Faculty.
- To fuse education, research and practice in a synergistic manner to deliver and enhance the student and external stakeholder experience through leadership of a team.
- To support the Head of Department in the identification and development of opportunities for collaboration between Departments and Faculties.
- To engage the department in research and practice activities, that support and inform teaching and delivery of units to support students' learning on major programmes across the Faculty.
- To work with the Head of Department to develop and implement a strategy to broaden the academic appeal of the portfolio and to ensure innovation and creativity through education in is aligned with BU2025.

- To contribute to the advancement of the Departmental Plan and implementation of MI dashboards to include monitoring performance against education and research targets.
- To help shape the development and advancement of practice through leadership of a team.
- To develop productive relationships with businesses, organisations and other stakeholders who can support and engage in the Departments activities.

Main Responsibilities

Fusion and Values

- To fuse academic team leadership, education, research and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience.
- To demonstrate sustained evidence of a team based contribution to Fusion through the leadership and mentorship of others. • To demonstrate an established team based contribution to dissemination of good practice as defined in the Academic Career Framework.
- To contribute to Fusion through living the Bournemouth University values and applying these values in the leadership of others. Leadership responsibilities
- To work effectively with the Head of Department on matters relating to the allocation of resources within the Department to ensure the implementation plan and BU2025 can be fulfilled. This includes timetable issues, staffing, student feedback matters and programme development.
- To lead and mentor teams and foster a high performing academic culture within the Department; undertaking appraisals and ensuring awareness of prospects for further development are promoted, including opportunities offered through the Centre for Excellence & Learning.
- To drive research and professional practice activity within the Department and related clusters to achieve the BU key performance indicators.
- To provide the Head of Department with recommendations and continuous improvements to address needs and maximise opportunities which will enhance the education, research and practice portfolios.
- To balance the responsibilities defined below under Education, Research and Practice with providing leadership of teams within the department.

Education

- To work with the Head of Department to develop and implement a strategy to broaden the academic appeal and to ensure innovation and creativity through education in the Department aligned with BU2025.
- To work with the Head of Department to foster pedagogic development, embed new technologies and develop an appropriate portfolio of taught programmes.
- To demonstrate an enhanced student experience including responding to the National Student Survey and MUSE results, undertaking benchmarking of the portfolio, enhancing graduate employability through the development of programmes and implementing action measures where required.
- To demonstrate an established team based contribution to educational delivery as defined in the Academic Career Framework.

- To make an established contribution, both as an individual and through the leadership of others, to an enhanced student experience through educational enhancement activity as defined in the Academic Career Framework, including establishing mechanisms to improve and deliver academic quality assurance and quality enhancement within the Department.
- Through the leadership of others to make an established contribution to curriculum development and innovation which is informed by best practice (e.g. via the Higher Education Academy) as defined in the Academic Career Framework.
- To work with the Head of Department to ensure internationalisation of the curriculum and establish partnerships and collaborations nationally and internationally to enrich the curriculum and its delivery.
- To make an established contribution to education within own discipline through both internal and external academic citizenship activities as defined in the Academic Career Framework. This includes ensuring that matters relating to professional bodies are addressed efficiently and effectively

Research

- To work with the Head of Department to develop and implement the research agenda and strategy for the Department and related Clusters aligned with BU2025.
- Coordinate strategies for the Department targeting Early Career Researchers and Postgraduate Researchers in line with the Faculty and University ambitions.
- To participate in the research seminar and postgraduate lecture programmes.
- To support the Head of Department to drive research activity and related Clusters, this includes managing the collaboration and preparation of data, and submissions in connection with the REF for the Department.
- To develop productive relationships with national and international grant awarding bodies and BU's Research & Knowledge Exchange Office, ensuring awareness within the Department of prospects for further research development in order to increase income.
- To demonstrate an established contribution to research within own discipline through both internal and external academic citizenship activities through leadership of a team.
- To possess an established body of published work and/or artefacts relevant to own discipline both in terms of type and volume which is gaining international recognition.
- To demonstrate an established track record, relevant to discipline norms, of external RKE funding bids for travel, research, consumables, staff costs and/or studentships.
- To demonstrate an established track record of post-graduate supervision as defined in the Academic Career Framework. In addition, to improve post-graduate research student progress, increase completion rates and advance Post-Doctoral Research Assistant activity.

Practice

- To demonstrate an established contribution to practice via team leadership in own discipline at a national/international level.
- To make an established contribution to practice in own discipline via team leadership through engagement and thought leadership with business, industry and professional and governmental bodies at a national level as defined in the Academic Career Framework.
- To disseminate research, academic learning or appropriate critical comment to external stakeholders at a regional/national level as defined in the Academic Career Framework.

- To make an established contribution to the organisation of practice activity through the leadership of teams as defined in the Academic Career Framework.

Other in relation to main responsibilities above

- Maintain personal and professional development in line with agreed appraisal and development programme to enhance knowledge and contribution to relevant activities.
- Be an active member of the Faculty Academic Board, Academic Standards Committee, Faculty Education Student Experience Committee and/or Faculty Research & Knowledge Exchange Committee

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

June 2024



Person Specification

Post / Job Title:	Deputy Head of Department in Communication & Journalism (Internal Only)
Post No:	POSN100896
Faculty:	Faculty of Media & Communication
Date:	June 2024
SELECTION CRITERIA	
Below are examples of essential knowledge, skill and attribute requirements although some are likely to be desirable depending on the nature of the particular role.	Essential / Desirable
Knowledge (including experience & qualifications)	
Expertise in subject area – normally a Doctorate in a relevant area but qualified at least at Masters or equivalent level with a commitment to obtaining a relevant Doctorate within an agreed timescale.	E
Relevant teaching qualification (e.g. Higher Education Academy (HEA) Practitioner or equivalent) or significant teaching experience with a commitment to achieving the required Professional Standards for Teaching.	E
Growing reputation in own discipline for excellence in learning and teaching, research and/or practice activities.	E
Familiar with current developments in research with ability to identify appropriate research options, methods and theoretical perspectives. Knowledge of best practice in research methodology.	E
Research active with clear evidence of published work and/or artefacts.	E
Knowledge of relevant sector and organisations including potential for collaboration, professional practice activities and sources of funding.	E
Experience in administrating programmes and procedures.	E
Evidence of effective leadership of staff, programmes and/or projects as appropriate.	E
Wide knowledge of best practice in learning and teaching approaches and techniques.	E
Knowledge of national policies and expectations relating to relevant developments in H.E.	E
Knowledge of sources of industry funding and income and ability to exert influence over funding decision-makers and likely consultancy opportunities.	E
Sustained reputation in own discipline.	E
Skills	
Ability to use a mix of whole group, small group and individual learning and teaching methods as appropriate.	E
Ability to use a variety of suitable assessment techniques.	E
Ability to provide effective and sympathetic guidance, support, supervision and assessment of students.	E
Highly developed communication and interpersonal skills enabling effective interaction internally and externally.	E
Effective leadership and team-working skills.	E
Project planning and management skills.	E
Mentorship skills with ability to coach colleagues in education, professional practice, research, and the use of a range of learning and teaching techniques	E
Attributes	
Ability to develop and deliver proposals and applications/bids for external funding.	E
Ability to improve efficiency and effectiveness in areas of responsibility.	E
Ability to identify promising areas for funded research which will extend the boundaries of knowledge	E
Ability to plan, co-ordinate and effectively control a range of activities	E
Act as role model in relevant field(s).	E

Willingness to engage in the development of campus life.	E
Commitment to promoting and achieving University strategic objectives and targets	E