

INSTITUTE OF TECHNOLOGY, SLIGO

JOB DESCRIPTION

1.	Job Title	Head of Department of Environmental Science
2.	Closing Date	17 th June 2016
3.	Grade	Senior Lecturer II
4.	Nature of Contract	The position may be offered on a permanent wholetime or temporary wholetime basis.
5.	Working Week	Work a normal working week and such additional hours as may from time to time be reasonably required to meet the requirements of the position.
6.	Department/Function Area	School of Science
7.	Reports To	Head of School of Science or other person, as nominated by the President.
8.	Summary Description of Post	<p>Heads of Department are key members of academic management, responsible for the efficient and effective management of their Department, its academic programmes and resources. The Head of Department will contribute to the achievement of the Institute strategic plan and school plans by providing effective management and academic leadership within their Department.</p> <p>The Head of Department is responsible for the management of departmental staff, the organization of teaching, research and associated activities, and the effective performance of staff duties.</p> <p>The Head of Department is required to be in regular communication with departmental staff and to be responsive to staff and the interests of the wider Institute. They will demonstrate vision, management skills, the ability to acquire resources, and skills to influence others in completing tasks and targets.</p>

<p>9.</p>	<p>Essential Qualifications/Skills</p>	<p>The successful applicant must hold a first or second class honours degree in Environmental Science, Microbiology, Agri-Food Science, Human Health or another related Biological, Chemical or Health related discipline.</p> <p>The successful candidate must have a <u>minimum of five years relevant post-qualifying experience.</u></p>
<p>10.</p>	<p>Desirable Qualifications/Skills</p>	<p>Candidates should have:</p> <ul style="list-style-type: none"> ➤ Effective people management skills including performance management. ➤ Experience of developing and implementing strategic plans. ➤ Proven motivational and leadership skills. ➤ Able to communicate effectively, orally and in writing. ➤ Strong negotiation and influencing skills. ➤ Experience of budget management. ➤ An understanding of the issues facing the Higher Education sector in Ireland. ➤ Qualified at Ph.D. level with relevant postdoctoral research experience. ➤ An active research profile and track record in research funding applications, and demonstrated leadership in research. ➤ Relevant publications in high impact factor peer reviewed international journals. ➤ Experience of online teaching at third level. ➤ Demonstrable excellence in teaching and learning, and pedagogical innovation. ➤ Leadership in curriculum design, course design and innovation in learning, teaching and assessment techniques. ➤ Experience of the management of educational quality assurance processes. ➤ Evidence of embracing new technologies as they develop, and applying these to the innovative development and/or use of teaching materials ➤ Experience of applied research and technology transfer. ➤ Relevant IT skills. ➤ Commercial or industry experience. ➤ Knowledge and experience of engagement with relevant external bodies. <p>Such factors may, or may not, be taken into account should there be a need for short listing of applicants for interview.</p>
<p>11.</p>	<p>Duties</p>	<p>The appointee will be responsible through the Head of School to the President for the efficient and effective management and control of the assigned Department, and for its development in accordance with Institute policy and plans.</p> <p>The appointee will lead, direct and manage the academic programmes at Department level including teaching, research,</p>

programme development and design, academic assessment and academic administration.

The appointee will act as advisor and leader in quality assurance issues and will implement agreed quality assurance procedures and other procedures including progression, complaints processing, grievance and disciplinary, etc.

The appointee will manage and direct the staff of the Department including timetabling and evaluating staff performance.

The appointee will promote research, technology and knowledge transfer and regional development through engagement and collaboration with business, industry and the wider community.

The appointee will carry out such duties as are assigned by the President/Head of School as appropriate, including but not limited to:-

- Developing a rolling strategic and operational plan for the Department consistent with School and Institute objectives and ensuring the staff are continuously advised on plans, policy and other necessary matters.
- Providing overall management and administration of the Department, including managing the Department budget and maintaining appropriate records and making available information as required by senior management
- Playing a leading role in the development, implementation and maintenance of academic quality assurance arrangements
- Providing academic leadership and scholarship on existing and new courses, in course development and in course coordination
- Directing and supervising the work of members of staff of the Department, including evaluating staff performance and acting in an advisory capacity and as a professional support in academic matters to colleagues
- Advising on and participating in recruiting suitably qualified staff and managing in consultation with the Head of School and other relevant members of Institute management the development and implementation of a staff development programme for the Department
- Participating in appropriate activities, including external activities, necessary to the development and promotion of the Department, School and the Institute; advising on and participating in the promotion and marketing of the Department, School and Institute, its research, and its courses including the preparation of marketing literature and brochures and advising on student intake

		<ul style="list-style-type: none"> • Teaching classes for up to 105 hours per annum and carrying out assessment, monitoring and evaluation of examination work and providing an academic and consultative support to students in their learning activities; directing and supervising the work of Tutor/Demonstrators and taking academic responsibility for the academic standards of this work • Working with the central management team [e.g. Registrar, Head of Development, Secretary/Financial Controller] and other Heads of School and Department as required and participating in committees as required from time to time • Liaising with awarding bodies, trade and professional organizations, government agencies etc. as required • Advising on equipment and physical requirements • Participating in committees and meetings as required • Carrying out such other appropriate duties as may be assigned by the Head of School from time to time. <p>The appointee will carry out the lawful instructions of the President and comply with the requirements and regulations of the Minister for Education and Science.</p>
12.	Salary	<p>Appointees will be placed on the first point of the SLII salary scale: €72,205 - €91,718 (10 Points).</p> <p>The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
13.	Other Relevant Information	<p>The School of Science has a highly successful track record in educational innovation, online learning, industry training and research.</p> <p>The School has core undergraduate programmes across a number of disciplines including Pharmaceutical Science, Health Science, Forensic Science, Human Nutrition, Medical Biotechnology, Environmental Science, Occupational Health and Safety, Archaeological Science and Agri-Food Science. The School currently has one strategic research group, the Centre for Environmental Research, Innovation and Sustainability (CERIS), although research within the School embraces many other areas including Nanotechnology, Biochemistry, Biotechnology, Pharmaceutical Science, Archaeological Science and Food Science etc.</p> <p>The School has two academic departments with over 70 academic staff, 12 technical and support staff. There are 1050 full-time and 500 part-time students. A significant number of the part-time students are on-line learners. The School delivers programmes from level 6 to level 10, and there are currently 46 research postgraduate students completing their studies.</p>