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## Role Description

This role is one of five Faculty Pro-Vice-Chancellors in the University, reporting directly to the Vice-Chancellor, Professor Keith Burnett. Together with the three cross-cutting Pro-Vice-Chancellors (Research & Innovation, Learning & Teaching and International), the Registrar and Secretary and the Directors of Finance and Human Resources, they form the University Executive Board (UEB).

The Pro-Vice-Chancellor has full devolved accountability for the leadership and management of the continued growth of the Faculty of Social Sciences (the Faculty).

The role encompasses the following:

### Corporate Leadership:

- As a member of the UEB, play a key part in the development and delivery of University strategy.
- Lead the Faculty Executive Board to deliver University strategy.
- Represent the University at a local, national and international level.
- Take a visible corporate leadership role on issues assigned and agreed by the Vice-Chancellor and the UEB.
- Actively promote cross-institutional strategies and activities across research/academic programmes/portfolio matters or management.
- Work closely with other Pro-Vice-Chancellors and members of the Professional Services to develop and promote excellence and collaboration in all University activity.

### Faculty Leadership:

- Lead and develop the Faculty Executive Board.
- Build and lead the implementation of the Faculty academic strategy.
- Actively promote the quality of student experience within the Faculty and embed the University's Learning and Teaching strategy.
- Lead all staff in the Faculty and act as academic leader to the Faculty's academic community.
- Personify and promote the ideals of the "Sheffield Academic" (<http://www.shef.ac.uk/hr/sheffieldacademic>).
- Work with other Pro-Vice-Chancellors to develop and deliver Research and Teaching strategies and procedures for Teaching Quality Assurance and Enhancement and for ensuring high standards in research activity throughout the Faculty.
- Lead, manage and support all the Faculty Heads of Departments/Schools.
- Make recommendations to the Vice-Chancellor for the appointments of Heads of Departments/Schools.
- Keep a close and active watch on the wider environmental context and take appropriate action to ensure the continued strength of the Faculty.
- Promote and further the Faculty disciplines externally, both in professional fora and beyond, through Knowledge Transfer and other associated activity.



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- Develop and promote philanthropy activities across the Faculty and foster collaborations with international relevance and standing.
- Be responsible and accountable for allocated financial and capital resources in line with financial principles and related policies.
- Work with the Heads of Departments/Schools to achieve agreed income and other targets across a portfolio of activities.
- Work with the Faculty Executive Board to determine the local model for resource allocation, oversee its operation, approve and monitor the budgets of Departments/Schools and exercise control over post releases.
- Be responsible for ensuring the optimal use of physical resources, including space, in the Faculty.
- Be responsible for the effective implementation of agreed HR strategies and policies, and work with the Heads of Departments/Schools to nurture and encourage innovation and creativity within the Faculty.
- Ensure that all staff have the necessary support and direction to contribute to high levels of achievement and develop their careers.
- Foster an inclusive culture so that all the diverse University groupings are fully engaged.
- Chair the Faculty Promotions Committees, ensuring that its recommendations recognise and reward staff as appropriate in line with the University's Diversity and other HR policies.
- Support and lead the Faculty in respect of embedding principles in the University's internationalisation agenda, embracing and exploiting opportunities for growth and collaboration on an international stage.
- Any other roles and activities commensurate to the seniority of this post, as agreed by the Vice-Chancellor

In addition, Pro-Vice-Chancellors are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

## Person Specification

### **Education:**

Background education and experience which commands significant respect among the academic community.

### **Experience & Achievements:**

An excellent academic track record, with an international research standing.

Experience of working within an inter-professional context.

Substantial and demonstrable experience of working in a large/complex organisation at a senior management level.

Proven ability to lead a large and disparate team.



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A senior manager who has managed significant and complex financial and human resources.

**Skills & Knowledge:**

A strong awareness of issues relating to Higher Education.

A skillful strategist with a demonstrated capacity to identify and build on the synergies between disciplines.

Clear direction and the ability to plan.

Ability to empower and delegate.

Willingness and ability to facilitate and encourage development within the Faculty at all levels.

Capacity for successful innovation and ability to lead its delivery.

Commitment to personal development.

Ability to identify, create and foster links and engender confidence with external agencies and partner institutions.

**Personal Attributes:**

Open, collaborative and approachable.

Drive, enthusiasm and vision.

Personally innovative and also able to foster an environment where purposeful creativity and innovation can thrive.

Ability to communicate a vision and take a team along with it.

Diplomatic and politically astute in communications with partner organisations.

Able to maximise opportunities and exploit challenges.

Proactive in lobbying for change at all levels to ensure the Faculty is best placed to meet future needs, and to promote the Faculty within future developments and/or changes.



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## Terms of Appointment

**Terms and Conditions:** This will be a Professorial post and will be offered on an open-ended basis. The role of Pro-Vice-Chancellor will be offered to successful candidates for an initial period of five years, extendable by mutual agreement.

Appointments will be made subject to medical and other appropriate checks, and references.

**Reporting Structure:** The post holder will report to the Vice-Chancellor. The post-holder will line manage the Heads of Department/School within the Faculty, the Faculty Director of Operations, other members of the Faculty Executive Board and the associated support team.

**Salary:** An excellent salary and relocation package will be offered commensurate with the seniority of this post and the experience of the successful candidate. The salary will comprise two parts: one part for the open-ended professorial appointment, and one part for the fixed-term Pro-Vice-Chancellor role. Each part will be fully pensionable and each will increase in line with any agreed pay awards and be subject to regular review. Additionally, there will be the opportunity for an annual bonus.

**Hours:** This role has been identified as a **full-time** post (nominal working week of 35 hours). We would consider flexible delivery of the role subject to meeting the business needs of the post. See [www.sheffield.ac.uk/hr/wellbeing/info/wlb.html](http://www.sheffield.ac.uk/hr/wellbeing/info/wlb.html) for more information.

**Holidays:** 30 days, plus 3 closure days, plus 8 bank holidays per year. Staff also have the opportunity to purchase additional leave.

**Pension:** Professorial staff can opt to join the Universities Superannuation Scheme (USS).

**Other general benefits:** The University offers a range of core and lifestyle benefits to its staff, including the "Pay Plus" salary sacrifice scheme on pensions, childcare vouchers and bike purchase. The UOffers scheme also provides a range of discounts and retail offers negotiated on behalf of University staff.

**Role specific benefits:** A generous removal/relocation expenses package is available subject to the terms of the scheme. The post-holder will be provided with the appropriate personal mobile equipment (e.g. iPhone, iPad/laptop) to enable flexible working across and beyond campus.



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## Further Information

The closing date for applications is **5 January 2012**. Interviews have been preliminary scheduled for 6 February 2012.

Due to the duties of this post, the appointee will be required to obtain a satisfactory Basic Check - Disclosure.

Further details about the assessment and interview process will be confirmed separately to shortlisted candidates.

To apply for this position, please do so through the University's e-Recruitment system. For all on-line application system queries and support, contact: [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk).

**Informal enquiries** about this job are welcome and will be treated in confidence.

Please contact:

**Professor Keith Burnett, Vice-Chancellor** on [vc@shef.ac.uk](mailto:vc@shef.ac.uk) or telephone the Vice-Chancellor's office on 0114 222 1000.

and/or

**Mr Andrew Dodman, Director of Human Resources** on [a.dodman@sheffield.ac.uk](mailto:a.dodman@sheffield.ac.uk) or telephone 0114 2221601.