THE ROLE

The University of Kent is undergoing an exciting period of change to raise its profile and deliver an ambitious Kent 2025 strategy. We are building on our world-class teaching and research reputation to become a leading civic university, supported by progressive programmes that place us at the heart of public and intellectual life.

At a challenging time for the sector, we have set out a vision and strategy to ensure a sustainable future that meets local, national and international need. We want to be a community that empowers students to find and shape their place in the world, and where academics are free to deepen our understanding of it. We want our staff to share a common identity that celebrates and enhances their work.

As part of this, the Vice-Chancellor is reshaping the senior leadership team to ensure that it is effective and efficient and focused sharply on delivering the University’s ambitions. Major new projects include the Kent and Medway Medical School, bringing vital skills to the region, and an Institute for Cultural and Creative Industry at the heart of Medway’s bid for City of Culture 2025.

In addition to reshaping the senior team, the University has also restructured its schools into larger strategic academic divisions, to create an agile structure that can respond well to the rapid changes in higher education. The Directors of these new divisions will provide leadership across both academic and professional service staff in their respective Division.

As Members of the Executive Group reporting to the Deputy Vice-Chancellor (Academic Strategy, Planning and Performance), and supported by the Divisional Director of Operations, the Directors will create and implement institutional frameworks to provide an outstanding student-centred experience, and support academic and research activity. They will also be accountable for ensuring that Kent is able to deliver its ambitious strategy, leading on improvements in research, knowledge exchange, teaching and student experience assessment exercises, identifying and investing in signature research areas that address global challenges and showcase the best of the university’s work, and providing academic leadership that promotes an innovative and collegiate culture which takes account of the student voice.
**Key accountabilities**

**Strategy & planning**
- Through membership of the Executive Group, work as a team member to develop University wide strategy and initiatives, demonstrating collective responsibility in ensuring consistent communication and action in support of University plans;
- Work collaboratively with relevant University Executive Group members to create and embed a clear vision and strategy for the Division, in order to improve its research, education and enterprise performance;
- Accountable for the delivery of the Division research and educational planned strategic outcomes alongside the delivery of Kent’s student recruitment strategy;
- Responsible for the delivery of research and education plans across the disciplines and schools/departments within the Division;
- Lead the Divisional planning processes, and the development and sustainability of the Division as a part of the wider University strategy;
- Lead on the budgetary management for the Division, implementing long-term, sustainable strategies, including on research income and academic business performance, and areas for significant investment such as the Signature Research Themes, and prepare suitable business plans and forecasts to support such investment bids.

**Leadership**
- Build and lead a cohesive divisional leadership team, that supports open and effective communication both within and without the Division, agrees effective structures and develops a divisional identity;
- Provide leadership across all disciplines and activities within the Division, creating an environment in which all staff are supported and enabled to deliver high quality outcomes;
- Facilitate and embed a strong culture of excellence and innovation throughout research, enterprise and teaching;
Actively seek engagement and feedback from the student voice to create opportunities to continually increase student engagement and enhance the student experience;

Champion initiatives, collaborative activities and community engagement; enhancing our civic mission and demonstrating the University’s commitment to civic engagement;

Lead on portfolio and curriculum development and innovative teaching and learning initiatives in order to ensure the continuous refinement and delivery of an outstanding student-centred educational experience;

Oversee and ensure high quality research, enterprise and educational performance;

Create and lead an inclusive academic community of staff and students, maximising the transformational outcomes for all who study at Kent, regardless of background, gender, ethnicity, religion or belief.

Management

Line manage and provide leadership to Heads of Schools/Departments within the Division, taking ultimate responsibility for all academic activity within its remit;

Create and manage review and performance appraisal processes, working with the Heads of Schools/Departments to implement the effective use of these;

Line manage the Director of Operations, and support them in providing business support and advice and the procedural aspects of delivering excellent research and innovation, engagement, and educational experience.
PERSON SPECIFICATION

The Director of Division will be an engaging and consensus-building leader with a focus on delivery and a strong understanding of the actions needed to ensure that the University continues to thrive. They will be a respected academic in their field, with proven experience in research management and academic leadership, and an understanding of the sectoral landscape around student experience and curriculum innovation. An excellent communicator, they will be able to speak across functions and act consultatively, whilst thinking and acting strategically to enable Kent to be agile when responding to sectoral developments.

They will be able to demonstrate the following skills, experience, abilities and personal interests:

- An academic with extensive experience in leading academic activities, including within a research intensive university or organisation;
- Evidence of sustained excellence in leadership activities that support the administrative functioning of a relevant academic area;
- Experience of providing strategic leadership, demonstrating ability to think and plan strategically and clearly articulate priorities;
- Experience of having successfully managed budgets and staff;
- Demonstrable ability to work within a large and complex organisation at a senior level;
- A proven track record of leading and delivering change, with the ability to influence and engage colleagues across the University, and to achieve results through others;
- The ability to work across both academic and professional services functions, to co-ordinate and deliver upon strategic objectives;
- Successful delivery of a results-driven approach in line with wider University strategy;
- Ability to identify opportunities relate to the work of the Division, effectively balancing the needs of the Division with the need to contribute to the interests of the University as a whole;
- An understanding of the policy landscape in higher education, including student recruitment both nationally and internationally;
- Outstanding communication and interpersonal skills, with the ability to operate co-operatively and effectively with colleagues, and motivate others through trust and respect;
- Commitment to the University’s vision and values, with a passion for a transformative student experience and the civic university mission.
HOW TO APPLY

Application process
The University has engaged Wickland Westcott to support with the assessment and selection process. Applications should be submitted to Wickland Westcott (see link below) quoting reference 8867.

Further information about the assessment process is available on the job advert, under Wickland Westcott briefing sessions.

Information to submit
Applications need to be uploaded via the following link:
Director of Division-8867

You will need to submit the following:
• A full academic CV detailing career and achievements;
• A covering letter of no more than two pages that addresses your motivation and suitability for the role.

Once you have submitted your CV and cover letter, the system will ask you to download a self-assessment questionnaire. This must be completed and emailed using the email provided on the form to complete the application process. You will then be contacted to arrange a telephone interview.

Deadline
The closing date for applications is 11:59 on 10 November 2019.

Should you wish to have a confidential conversation with the Interim DVC Strategy, Planning & Performance about the role, please contact Heather Harrow.