

## Headship of College - Responsibilities

### **GENERAL RESPONSIBILITIES**

The College Head will:

- a. be a member of the University Management Team (UMT);
- b. chair the College Executive Management Committee;
- c. promote and develop good governance within the College compatible with and supportive of overall University governance structures and policies;
- d. lead the strategic development of the College in line with UCC's Strategic Plan;
- e. manage the College budget;
- f. work with academic units to represent the College to external stakeholders;
- g. lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College;
- h. lead initiatives across constituent academic units to enhance the experience of UCC staff, students and alumni;
- i. work with Heads of other Colleges to develop inter-College initiatives in research and teaching
- j. diversify the income stream of the College away from traditional sources;
- k. Support the enhancement of research and research centres and institutes within the College and across Colleges.

### **DETAILED RESPONSIBILITIES OF POST**

The Principal Statute of the University defines the responsibilities of the Head of College as follows (ch E.2.a):

The Head of College shall be responsible for the management of the College. S/he shall be the executive officer of the College, shall provide leadership for the College in a collegial manner, and shall work in collaboration with other Heads of College.

### **REPORTING RELATIONSHIPS**

- a. The College Head will report to the President in relation to devolved budgetary accountability and to the Registrar and Senior Vice President Academic on a day to day basis in relation to academic related, administrative and management issues;
- b. The College Head will work closely with other members of the University Management Team in relation to their areas of responsibility.

The Principal Statute also provides that the Head of College shall report at least annually to the President on the performance and accounts of the College, which report shall be made available to College members (ch. E.2.b).

The more specific responsibilities of the post can at present be summarized as follows:

#### **Research Responsibilities**

The research responsibilities of the Head of College will include:

- a. liaising closely with the Vice President for research and Innovation in developing College research strategy in keeping with overall University research strategy
- b. coordinating the development and implementation of a research strategy for the College and ensuring that this is consistent with the University research strategy;
- c. implementing University policy on research and innovation;
- d. putting in place the necessary resources and infrastructure to facilitate successful research initiatives in collaboration with the Office of the Vice-President for Research and Innovation;

- e. fostering collaboration within the College, across academic units and across Colleges and between institutions;
- f. in collaboration with the Technology Transfer Office, encouraging the development of University intellectual property and its exploitation.

### **Responsibilities in the Areas of Teaching and Learning**

Working with the heads of academic units, the responsibilities of the Head of College in relation to the development and enhancement of teaching and learning within the agreed University policies will include:

- a. liaising closely with relevant senior University officers in developing College academic and teaching and learning strategy in keeping with overall University strategy
- b. stimulating an on-going process of enhancement of the quality and standards of all teaching and learning activities;
- c. ensuring the provision of management and support for all academic programmes within the remit of the College;
- d. promoting best practice in the delivery of courses;
- e. encouraging the development of strategic initiatives in teaching and learning and widening participation.

### **Financial and Budgetary Management**

Each College comprises the academic and research units that are attached to it for the purpose of the allocation of resources. The responsibilities of the Head of College in this area will include:

- a. liaising closely with the Bursar/Chief Financial Officer in developing College financial strategy in keeping with overall University financial strategy;
- b. working with the University Management Team to agree the College budget
- c. working with the College Financial Analyst and the Executive Management Committee to manage the pay and non-pay College budget;
- d. allocation of budgets to the academic units, and research centres/institutes within the College in a transparent manner in line with:
  - The strategic imperatives of the University and the College;
  - The principles of the Resource Allocation Model (RAM);
  - Key performance indicators;
- e. diversifying the income stream of the College away from traditional sources.

### **Planning and Administration Responsibilities**

Working with the College Manager, the responsibilities of the Head of College in the area will include:

- a. leading the establishment, updating and delivery of the College Strategic Plan, in line with the University Strategic Plan;
- b. in collaboration with the relevant University Officers, putting in place College level administrative supports and committees compatible with University structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units;
- c. promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines;
- d. compatible with University policies, developing and implementing a College strategy to recruit and retain the best academic, research, technical and administrative staff;
- e. working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

### **Student Related Responsibilities**

In close collaboration with the relevant senior University officers, the responsibilities of the College Head in this area will include:

- a. contributing to the development of national and international student recruitment initiatives to attract the highest quality students;
- b. working within University-wide structures to establish, manage and enhance academic, welfare and pastoral support for students’;
- c. putting in place programmes to facilitate and encourage the international mobility of students both outward and inward;
- d. implementation of University policy on equality and widening participation at the College level;
- e. helping to ensure the quality of the overall student experience within the College.

### **Staff Management and Development**

- a. liaising closely with the Director of Human Resources and the HR Manager of strategic staffing issues;
- b. orientation and guidance of staff in the understanding of their role and contribution to the College and the University;
- c. effective planning and development review including the management of staff performance and performance reviews;
- d. support for the professional development of all staff in the College;
- e. implementation of the University’s Performance Management Policy;
- f. management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to – recruitment, selection, induction, probation, administration, performance management and grievances;
- g. ensuring that the duty of care owed to staff and students is exercised particularly in relation to the maintenance of a learning/working environment free from bullying, harassment or discriminatory practices.

*Note: As the University continues to expand and evolve, it is likely that flexibility in regard to the allocation of specific duties will be necessary. Accordingly, the list of duties specified above is not intended to be exclusive or restrictive; duties may be added or withdrawn after consultation with the post holder.*