Head of Department & Professor
Department of Language and Linguistic Science

Closing date: 7 June 2021
Interviews: 13 July 2021
Vacancy reference: 9384
INTRODUCTION

Thank you for your interest in the role of Head of the Department of Language and Linguistic Science.

This is an important academic leadership appointment within the University. The role offers an exciting opportunity to lead an established Department with a distinguished track record of research and teaching and to shape its future in a changing environment. The department foregrounds the following key values:

- the maintenance and development of consistently highly-rated teaching and research
- one of the few departments in the UK to combine the study of modern languages with linguistic study
- the department offers degrees which equip students with a variety of practical and analytical skills which have significant value in the modern world.

As Head of Department you will lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. You will be supported by myself as Dean, and by colleagues from within the Department, Faculty, and wider University support services.

As Head of Department, you will exercise leadership, demonstrate vision and empower others in order to deliver the agreed departmental strategy in line with faculty and university objectives.

If you share our vision and have the experience, skills and passion we are looking for, I encourage you to apply for this exciting and challenging opportunity.

Professor Ambrose Field
Dean of Faculty of Arts and Humanities
Main purpose of role

The primary role of the Head of an Academic Department is to provide leadership to the department to ensure it achieves the highest possible standard of excellence in all its activities. The Head of Department is required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty.

The role holder has overall responsibility for leading and managing the department supported by relevant academic and administrative management teams.

Key Responsibilities

Leadership and Management

- Responsibility and accountability for setting and executing department strategy in line with Faculty and University plans.
- Promotion and representation of the University as a whole, both internally and externally.
- Translate strategic goals into operational plans in the department and establish and lead a management team to implement the approved operational plan.

Planning and strategy developments

- Lead the department in the setting and advancing of the strategic academic direction of the department and develop regular review procedures to monitor and progress the strategic plan.
- Identify, propose and plan for changes in the department’s requirements for resource allocation, or reallocation, arising from changing needs and plans.
- Working closely with the Dean on departmental planning and budget setting process.

Academic leadership

- Provide overall academic leadership of the department with the aim of maintaining the highest possible standards in teaching and research.
- Lead the process of academic policy and planning for the department.
- Maintain and enhance the departmental teaching quality of courses and programmes.
- Lead the department in establishing and maintaining a productive, accessible and well regarded learning environment for students, fulfilling the University’s responsibilities in respect of student admissions, instruction, progression and examination; availability of pastoral assistance and adherence to the various regulations regarding students.
- Support the promotion and strengthening of the research culture within the department and cross-departmentally where appropriate.
- Develop and monitor appropriate quality assurance mechanisms.
- Lead entrepreneurial activity, identifying and exploiting areas of future growth, re-direction and income generation.
- Ensure that statutory requirements are met and that university policies, systems and procedures are observed and applied.
- Ensure that the department meets the standards set by relevant professional bodies.

People management

- Engendering and fostering a culture of excellence, co-operation and respect both within and beyond the department.
- Ensure that for all staff of all categories, there are effective arrangements in place for continuous development, in keeping with the University’s policies and procedures.
- Where appropriate, ensure that arrangements are in place for the organisation of Health & Safety and wellbeing to ensure a safe and supportive place of work is provided for all staff, students and visitors.
- Ensure that the process for allocating management, academic and other duties is fair and consistent.
- A commitment to equality, diversity and inclusion for students and staff with demonstrable experience progressing this agenda.
Responsibility for promoting good people practices and appropriate procedures.

Financial/resource management

- Manage the finances of the department, ensuring that the department stays within budget, and information provided to faculty colleagues to support the budget setting process.
- Maximise the department’s sustainable financial contribution consistent with meeting academic objectives within the framework set by the University.
- Ensure that the department’s Research Support resource and capability matches departmental needs and works closely with the central Research and Enterprise Office (REO).
- Take overall responsibility for Research Accounts/funds.
- Oversee the management of the department’s physical facilities and equipment, ensuring that appropriate arrangements are in place for them to be properly maintained and serviced.

Communications and external relations

- Maintain and improve the reputation of the department at national/international level.
- Develop and sustain appropriate structures for consultation, decision-making and effective two-way communication with all staff.
- Represent the department’s news and interests at University level and to external bodies where appropriate.
- Call and chair departmental meetings as required to ensure effective consultation happens between students and staff.
- Develop and promote effective communication processes between the department, students, staff and central support departments to ensure proper information flows.

Statutory Compliance

- Take all reasonable steps to ensure that all statutory and compliance obligations are met.

Development of Academic Standing

- Continuing to develop as an academic (as contractually relevant):
  - This may include publications, securing of external funding and the pursuit of other relevant indicators of esteem in the field in line with University research expectations.
  - Giving due consideration to ways of retaining connections with teaching at both undergraduate and postgraduate levels and role modelling the University teaching expectations.
  - Giving due consideration to the status of the Head of Department as a role model for other members of staff in the pursuit of academic excellence.
- All of these activities should be balanced against the reasonable duties of a Head of Department.

Line management

- The role holder is line managed by the Dean of the Faculty of Arts and Humanities

Further Details

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Heads of Department will be eligible for the National Pay Award effective from 1 August each year. Those whose substantive grade is within Professorial Band 1 will continue to receive any increments they are entitled to.

Heads of Department on a professorial grade will be able to apply for a promotion or a pay review through the annual professorial review process (in line with the stipulated eligibility criteria).

- The appointment as Head of Department will be on a four year fixed-term basis, reverting to a substantive academic appointment after that term. The successful candidate will be required to meet the criteria for a Professorial appointment as outlined in the appendix.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PhD or equivalent, such as professional level experience</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant research and teaching at a high level</strong></td>
</tr>
<tr>
<td><strong>A personal academic standing which commands the respect of colleagues both internally and externally</strong></td>
</tr>
<tr>
<td><strong>Good understanding of the current issues in higher education, in the areas of governance, management, processes, people, infrastructure, technology and finance</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, Abilities and Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strong commitment to the goals and vision of the University</strong></td>
</tr>
<tr>
<td><strong>Creates a sense of unity and common purpose</strong></td>
</tr>
<tr>
<td><strong>Manages change effectively</strong></td>
</tr>
<tr>
<td><strong>Actively builds teams and effective working relationships</strong></td>
</tr>
<tr>
<td><strong>Promotes interdisciplinary working beyond the department through others</strong></td>
</tr>
<tr>
<td><strong>Ability to work collaboratively and develop positive relationships with a range of senior stakeholders, both inside and outside the organisation</strong></td>
</tr>
<tr>
<td><strong>A strong commitment to promoting excellence in teaching, research and leadership</strong></td>
</tr>
<tr>
<td><strong>Ability to nurture and develop credibility with senior academic colleagues, though an understanding of the issues and challenges faced as academic leaders</strong></td>
</tr>
<tr>
<td><strong>Ability to inspire, influence and persuade at all levels of the organisation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proven record of managing diverse resources in the University or a similar environment</strong></td>
</tr>
<tr>
<td><strong>Experience of identifying risks and options, and of developing strategies to manage and mitigate them</strong></td>
</tr>
<tr>
<td><strong>Previous experience in a leadership role e.g. Chair of Board of Studies, other university committees</strong></td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION

### Personal Attributes

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Personal Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Consultative and able to influence and work collaboratively, with emotional intelligence and an ability to relate to a wide range of people at all levels</td>
</tr>
<tr>
<td>Essential</td>
<td>Creative and innovative with a strong grounding in practical solutions and achieving results</td>
</tr>
<tr>
<td>Essential</td>
<td>Resilient, able to work well in a fast changing environment and with conflicting priorities</td>
</tr>
<tr>
<td>Essential</td>
<td>Political and commercial acumen, able to seek and identify opportunities for the benefit of the University</td>
</tr>
<tr>
<td>Essential</td>
<td>Integrity, openness and honesty with a strong commitment to equality and inclusivity and an understanding of cultural differences and considerations</td>
</tr>
</tbody>
</table>
THE DEPARTMENT OF LANGUAGE AND LINGUISTIC SCIENCE

The Department was founded in 1964 and is housed in a single building. Its mission is to promote research and teaching in language and linguistics. It offers undergraduate degrees in English Language & Linguistics, Linguistics, and Modern Foreign Languages (French, German, Italian and Spanish) singly, combined, or combined with Linguistics. It is research-intensive across the core areas of Linguistics. In the QS 2021 rankings, the Department was placed 10th in the UK for Linguistics, and 85th in the world, and joint 18th in the UK for Modern Languages.

The Department has 502 registered students (headcount, as of December 2020), including 403 undergraduates, 47 taught postgraduates and 52 postgraduate research students.

The Department also has over 1,000 yearly registrations on its Languages for All (LFA) programmes, teaching across the University on a wide range of languages. It has an academic staffing profile that ranges from grade 5 ‘Languages for All’ tutors through to full professors in Linguistics. In December 2020 there was a headcount of 69 academic staff (43.6 FTE) and 9 members of staff in the professional support team.

We have a range of BA degrees with different mixes of English Language, Linguistics, and Modern Foreign Languages, a range of MA degrees tailored to conversion or specialist programmes, and four PhD programmes, in Linguistics, Language and Communication, Applied Linguistics, and Psycholinguistics, the last three shared with other departments. In addition to our foreign language teaching for our own programmes, we provide language components for degrees in other departments, as well as the university-wide LFA provision. A key value in all our language teaching is that it embraces Content and Language Integrated Learning, with no separation between language learning and cultural studies. Our linguistics teaching is consistently research-led with an increasing focus on skills development.

The Department has a long-standing and vibrant research culture. Research activity is organised around several groups, which overlap with and interact with other groups, or with research groups in other departments. Our groups are: Phonetics & Phonology, Morphology, Syntax & Semantics, Forensic Speech Science, Sociolinguistics, History of English, Interaction, Early Language Development, Second Language Acquisition, Language & Speech Processing & Production.

The Department is currently implementing several initiatives around revised teaching programmes launching in 2023-24, broadening our languages provision, expansion of research support and infrastructure, and growing interdisciplinary research. Our next Head of Department will lead on taking forward the department mission in all these areas.

Further information about the department is available at: http://www.york.ac.uk/depts/lang/
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. We have launched a new health and wellbeing plan with actions informed by our latest staff survey.
THE UNIVERSITY OF YORK

We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. ([https://www.york.ac.uk/research/](https://www.york.ac.uk/research/))

We are a high-performing member of the Russell Group, ranked 16th in the Guardian's Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 16 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

Our vision is to be a university for public good, supported by five key strategic themes:

- Internationalism
- Sustainability
- Civic responsibility
- Research
- Student experience and teaching

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges created by the coronavirus crisis.

[https://features.york.ac.uk/who-we-are/](https://features.york.ac.uk/who-we-are/)
Our campus community

Located within walking distance of York city centre, our safe and beautiful campus is home to our ten colleges and most departments. We also have departments located in the city centre at the historic King's Manor, and we are investing in the sustainable development of our whole campus.

All York students become members of our college system, which provides an inclusive and a valuable sense of community on campus alongside the cultural offerings of the thriving city of York.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages

https://www.york.ac.uk/admin/hr/employee-benefits/selection/introduction/
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 9384
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 June 2021.

What will I need?

We will ask you for details of:

- Your CV
- A letter describing how you meet the requirements of the job and your motivation for application, addressing: leadership for the department, solidifying departmental income generation, a strategic agenda for developing external partnerships.
- A statement of your own longer-term research and teaching intentions

You will also need to provide details of three academic referees (one International) and one Employment referee.

Help and assistance

Applicants interested in an informal discussion regarding the position are encouraged to contact Paul Ellison (Recruitment Adviser) paul.ellison@york.ac.uk.

For department-related enquiries, please contact Prof. Peter Sells (peter.sells@york.ac.uk)

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835
Main purpose of the role

Professors at York are expected to advance their subject nationally and internationally and to contribute to maintaining the University as an international centre of excellence for the relevant subject area through research and publication, teaching, networking and consultancy.

Professors are required to undertake the duties outlined below:

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

To support the research activities of the Department

• To carry out internationally outstanding research and scholarship
• To disseminate this research through monographs, articles in journals of international standing, and other appropriate forms of dissemination, including national and international conference presentations
• To play a leading role in the Department in identifying and securing external funding through research grants and contracts, and in developing collaborative research income-generating activities
• To attract and supervise research students, and, as appropriate, post-doctoral researchers and other support staff
• To support, comply with, and contribute fully to research plans and policies of the Department and the University
• To support and mentor junior academic colleagues in order to promote quality of teaching and research and their career development

To contribute to the efficient management and administration of the Department

• To make an important contribution to the leadership and management of the Department, including supporting early career staff and developing new collaborative initiatives
• To attend Departmental meetings, meetings of the Board of Studies, and other committees and working groups within the Department and University
• To carry out relevant professional duties, commensurate with the Professorial grade
• To undertake specific departmental roles and management functions as may be reasonably required by the Head of Department

To support the teaching objectives of the Department

• To design and be responsible for delivery of modules and teaching programmes for undergraduate and graduate students
• To play a leading role in departmental and interdepartmental curriculum development and quality enhancement
# PERSON SPECIFICATION - PROFESSOR

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD in relevant subject</td>
<td>Essential</td>
</tr>
<tr>
<td>Membership of professional societies</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding and internationally recognised knowledge of relevant subject area</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, Abilities and Competencies</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to define, lead, manage and attract funds for internationally excellent research, operating across disciplinary boundaries</td>
<td>Essential</td>
</tr>
<tr>
<td>Proven leadership and managerial skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to manage and interact with staff and students at all levels and to contribute to broadening the strategic development of the Department</td>
<td>Essential</td>
</tr>
<tr>
<td>Evidence of international collaboration</td>
<td>Desirable</td>
</tr>
<tr>
<td>Evidence of peer review activities</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>International leader in a major research field, leadership of research group/theme</td>
<td>Essential</td>
</tr>
<tr>
<td>Substantial publication record in leading peer-reviewed journals</td>
<td>Essential</td>
</tr>
<tr>
<td>Attraction and effective supervision of postgraduate students</td>
<td>Essential</td>
</tr>
<tr>
<td>Significant and sustained success in accessing research grants and other external funding</td>
<td>Essential</td>
</tr>
<tr>
<td>Exceptional achievement in curriculum development, course design and teaching, learning and assessment methods at UG and PG levels and in encouraging student access and engagement</td>
<td>Essential</td>
</tr>
<tr>
<td>Invited presentations at major international conferences</td>
<td>Essential</td>
</tr>
<tr>
<td>Effective and sustained involvement in major administrative tasks or positions of responsibility within a department or research unit</td>
<td>Essential</td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION - PROFESSOR

<table>
<thead>
<tr>
<th>Experience (continued)</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorship of books</td>
<td>Desirable</td>
</tr>
<tr>
<td>Editorial duties with journals</td>
<td>Desirable</td>
</tr>
<tr>
<td>Activity as an invited examiner at other institutions</td>
<td>Desirable</td>
</tr>
<tr>
<td>Participation in national teaching initiatives or international equivalents</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

### Personal attributes

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrable capacity for strategic thinking and planning</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to take a lead in key administration functions within the department</td>
<td>Essential</td>
</tr>
<tr>
<td>Self-motivated, proactive and innovative</td>
<td>Essential</td>
</tr>
</tbody>
</table>