Head of Department & Professor
Department of Economics and Related Studies

Closing date: 12 June 2022
Interview date: 27 June 2022
Vacancy reference: 10605
INTRODUCTION

Thank you for your interest in the role of Head of the Department of Economics and Related Studies.

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 prioritises the following key values:

- Continuing to develop and diversify international links in research and teaching to attract the best researchers from around the world and to grow the proportion of international students across all categories
- Building capacity for collaborative research through the growth of large-scale, externally funded research grants and funded collaborations with external partners
- Further strengthening the existing links with related areas of world class teaching and research within the University and with key stakeholders including health and social care, sustainability and the environment, global development and social policy
- Broadening out the scope of new activities by opening up innovative areas for research and teaching beyond the disciplinary core through the development of strong interdisciplinary links to nascent or emerging cognate areas across the University and with key external stakeholders

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 the 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 Stuart Bell
Dean of the Faculty of Social Sciences
Main purpose of the role

The primary role of the Head of Department is to provide leadership to the Department to ensure it achieves the highest possible standard of excellence in teaching and research, recognising the distinctive features of the disciplinary core in economics, whilst developing new and innovative interdisciplinary activities in applied economics with other cognate disciplines elsewhere in the University and with key external partners and stakeholders. The Head of Department will maintain an externally facing role looking beyond the department to sustain and grow international links and student cohorts and build capacity in large scale, funded interdisciplinary research projects, ideally building on and continuing to develop a strong personal research grant record. The Head of Department is required to exercise leadership, demonstrate vision and empower others in order to deliver the agreed Department 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

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

Leadership and Management

- Responsibility and accountability for the setting and advancing the Department in line with the Faculty and University strategic 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 operational plan once approved.

Planning and strategy developments

- Lead the Department in the setting and advancing of the strategic academic direction of the Department and developing 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.
- Lead the Department planning and budget setting process, involving others where appropriate.

Academic leadership

- Provide a vision for the leadership of the Department, that gives parity to the academic disciplines across all units.
- 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 teaching quality of courses and programmes within the Department.
- 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 and 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.

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 the needs of the Department 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.

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.

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.

Manage the finances of the Department, ensuring that the Department stays within budget, and that budgets are prepared or information provided to support the budget setting process.

Maintain and improve the reputation of the School / 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 Department 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.

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 managed by the Dean of the Faculty of Social Sciences.

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

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<tr>
<th>Qualifications</th>
<th>Essential/Desirable</th>
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<tbody>
<tr>
<td>PhD or equivalent, such as professional level experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential/Desirable</th>
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<tr>
<td>Relevant research and teaching at a high level</td>
<td>Essential</td>
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<tr>
<td>A personal academic standing which commands the respect of colleagues within the Department, University and externally</td>
<td>Essential</td>
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<tr>
<td>Good understanding of the current issues in higher education, in the areas of governance, management, processes, people, infrastructure, technology and finance</td>
<td>Essential</td>
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<th>Skills, abilities and competencies</th>
<th>Essential/Desirable</th>
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<tr>
<td>Strong commitment to the goals and vision of the University</td>
<td>Essential</td>
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<td>Creates a sense of unity and common purpose</td>
<td>Essential</td>
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<td>Manages change effectively</td>
<td>Essential</td>
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<tr>
<td>Actively builds teams and effective working relationships</td>
<td>Essential</td>
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<tr>
<td>Promotes interdisciplinary working beyond the department through others</td>
<td>Essential</td>
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<tr>
<td>Ability to work collaboratively and develop positive relationships with a range of senior stakeholders, both inside and outside the organisation</td>
<td>Essential</td>
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<tr>
<td>A strong commitment to promoting excellence in teaching, research and leadership</td>
<td>Essential</td>
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<tr>
<td>Ability to nurture and develop credibility with senior academic colleagues, though an understanding of the issues and challenges faced as academic leaders</td>
<td>Essential</td>
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<td>Ability to inspire, influence and persuade at all levels of the organisation</td>
<td>Essential</td>
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<th>Experience</th>
<th>Essential/Desirable</th>
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<tr>
<td>Proven record of managing diverse resources in the University or a similar environment</td>
<td>Essential</td>
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<td>Experience of identifying risks and options, and of developing strategies to manage and mitigate them</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<th>Experience (continued)</th>
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<td>Previous experience in a leadership role e.g. Chair of Board of Studies, other university committees</td>
<td>Essential</td>
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<tr>
<td>Demonstrable success in defining, leading, managing and attracting funds for internationally excellent research, operating across disciplinary boundaries</td>
<td>Essential</td>
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## Personal attributes

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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<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>
<td>Essential</td>
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<tr>
<td>Creative and innovative with a strong grounding in practical solutions and achieving results</td>
<td>Essential</td>
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<tr>
<td>Resilient, able to work well in a fast changing environment and with conflicting priorities</td>
<td>Essential</td>
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<tr>
<td>Political and commercial acumen, able to seek and identify opportunities for the benefit of the University</td>
<td>Essential</td>
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<tr>
<td>Integrity, openness and honesty with a strong commitment to equality and inclusivity and an understanding of cultural differences and considerations</td>
<td>Essential</td>
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ABOUT THE DEPARTMENT OF ECONOMICS AND RELATED STUDIES

As one of the largest and most successful economics departments in the UK, the Department of Economics and Related Studies (DERS) at the University of York provides a rich, vibrant and diverse intellectual environment for academics, students and visitors from all over the world. Since the Department was founded in 1963, it has been responsible for pioneering contributions in areas such as public economics, health economics, experimental economics, economic theory, economic history and econometrics. As examples of the impact and reach of that research, DERS undertakes research:

- at the global forefront in health economics which affects how governments around the world procure treatments and pharmaceuticals and what they do about patient waiting times
- in varied areas of applied microeconomics which, for example, deepens our understanding of early childhood development
- in econometrics which equips central bankers and other policy makers with better analytical tools when they seek to improve their decision making.
- on workplace inequalities as well as specific policies designed to reduce them.

The department’s approach to research-led teaching is reflected in a wide and diverse range of successful and innovative teaching programmes at undergraduate and postgraduate level.

The Department is seeking to appoint a Head of Department who can build on this strong tradition and lead the strategic development of a strong disciplinary core to reinforce strengths in applied economics, build crucial mass, engage in interdisciplinary partnerships with other research and teaching areas across the University and open up new and innovative areas of activity. First and foremost, this will involve providing leadership in the wider department to ensure the highest possible standard of excellence in all activities. Moreover, there is an opportunity to demonstrate vision and empower others in designing and delivering an ambitious departmental strategy to reflect both Faculty and Institutional strategic aims. Translating strategic goals into operational plans in the Department and leading the management team to implement the approved operational plan.

This is a wonderful opportunity to lead a world class department into a fresh phase of its development.

https://www.york.ac.uk/economics/
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. Further information on our health and wellbeing support can be found at https://www.york.ac.uk/staff/support/.
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/)

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 23 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

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.

In 2021 we were shortlisted for Times Higher Education's University of the Year Award in recognition to the University’s response to the Covid pandemic - The Year We Came Together - Our Covid-19 response.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges. The new University Strategy 2030, (A University for Public Good) was launched at the end of 2021, outlining our vision and strategy for the next decade.

Further information on the new strategy can be found on the following webpages; https://www.york.ac.uk/about/mission-strategies/vision-for-york/.
THE UNIVERSITY

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

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.
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 recently 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](https://jobs.york.ac.uk)
- Find this job using reference 10605
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 June 2022.

Candidates shortlisted for interview will be notified following the shortlisting meeting on 20 June 2022.

**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 Dr Michael Thornton (econ-hod@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

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<th>Qualifications</th>
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<tbody>
<tr>
<td>PhD in relevant subject</td>
<td>Essential</td>
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<td>Membership of professional societies</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Outstanding and internationally recognised knowledge of relevant subject area</td>
<td>Essential</td>
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<tr>
<th>Skills, Abilities and Competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Ability to define, lead, manage and attract funds for internationally excellent research, operating across disciplinary boundaries</td>
<td>Essential</td>
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<tr>
<td>Proven leadership and managerial skills</td>
<td>Essential</td>
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<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>
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<tr>
<td>Evidence of international collaboration</td>
<td>Desirable</td>
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<tr>
<td>Evidence of peer review activities</td>
<td>Desirable</td>
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<th>Experience</th>
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<tr>
<td>International leader in a major research field, leadership of research group/theme</td>
<td>Essential</td>
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<td>Substantial publication record in leading peer-reviewed journals</td>
<td>Essential</td>
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<td>Attraction and effective supervision of postgraduate students</td>
<td>Essential</td>
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<tr>
<td>Significant and sustained success in accessing research grants and other external funding</td>
<td>Essential</td>
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<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>
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<tr>
<td>Invited presentations at major international conferences</td>
<td>Essential</td>
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<tr>
<td>Effective and sustained involvement in major administrative tasks or positions of responsibility within a department or research unit</td>
<td>Essential</td>
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## PERSON SPECIFICATION - PROFESSOR

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

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