



## **JOB DESCRIPTION**

**Head of School  
Professor / Full Professor  
School of Biotechnology  
Faculty of Science & Health  
Permanent**

### **Dublin City University**

Dublin City University [www.DCU.ie](http://www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **Overview of the School**

The School of Biotechnology is the academic unit leading life science education and research at DCU. It delivers two BSc undergraduate degrees in Genetics and Cell Biology (GCB), Biotechnology (BT), in addition to two taught MSc degree programmes in Bioprocess Engineering (MSBE) and Diagnostics & Precision Medicine (MSDPM). It has additional substantial input into undergraduate degrees in Analytical Science and Environmental Science and Health. The School has a postgraduate complement of fifty research MSc/PhD students training under its structured PhD graduate programme, *BioTranslate*. It is an active centre of basic, applied and multi-disciplinary research, supporting a defined cluster of intersecting research themes which link closely with the School's teaching programmes. The School and associated research centres offer core facilities and technical support in the areas of Molecular Biology, Bioinformatics, Cell Characterisation, Proteomics and Bioprocessing.

Research projects fall into either or both of the general categories of 'Health/Ageing/Disease' and 'Industry-Associated'. They bring together a critical mass of multidisciplinary life sciences researchers that are strategically positioned to pursue national and international opportunities for research and innovation. The excellence of the School's research is reflected by funding success from many national and international sources (including direct funds from industry) and the quality of its published and other outputs.

### **Role Profile**

The University wishes to appoint a Head of School of Biotechnology for a five-year term of office with the possibility of extending the term for a further 5 years. The post will be offered as a permanent academic position within the School. The Head of School is required to exercise leadership, demonstrate vision and empower others in the daily management of the School in order to achieve the highest possible standards of excellence in all its activities. The appointee will have strong academic and administrative leadership skills and management experience in an academic unit within a third level institution and have a strong track record in research and teaching & learning. The appointee will Chair the School of Biotechnology Management Committee. The position will be offered to a suitably qualified candidate at the level of Professor or Full Professor, depending on their experience and academic profile. If offered at the Professor level, the appointee will be eligible to apply for promotion after 3 years in the role on the basis of their achievements and performance in the role.

### **Duties and Responsibilities**

Please refer to the job description for a full list of duties and responsibilities associated with this role.

The Head of School is responsible to the Executive Dean for the management of the School, the School's participation in the development of Faculty and University programmes, and the promotion of research in the School.

The primary role of the Head of School is to provide academic and administrative leadership to the School, and to report to the Dean, in relation to:

- The School's participation in the development of Faculty and University programmes;
- The coordination, delivery and development of modules offered by the School in Faculty and University programmes, and the quality of teaching provided by the school;
- The governance of the School and the establishment and development of its strategic direction;
- The guidance and development of staff and management of personnel-related issues in the School;
- The management of the School's finances and infrastructure through effective planning, budgetary and expenditure control; and
- Ensuring that the needs and interests of the School are appropriately represented to key individuals and groups both internal and external to the University.

### **Specific responsibilities of Heads include:**

#### **Academic Leadership**

- Maintaining personal academic standing;
- Encouraging the pursuit of excellence in teaching and learning, and in research;
- Reporting to the Faculty on all aspects of student learning experience, including an evaluation of student performance in assessment, retention, progression and completion rates;

- In view of the diversification of the student body, ensure the individual learning requirements of all students are addressed with a view to ensuring equality of treatment for all learners;
- Promoting collaboration with other Schools or Research Centres where appropriate;
- Representing the interests and needs of the School to the Faculty and the University through membership of Faculty and University committees; and
- Representing the interests and needs of the University and the Faculty to the School and to the external community.

### **School Management**

Ensure the governance of the School through:

- The establishment and development of the School's strategic direction;
- Establishing administration within School that strikes a balance between decisiveness and inclusiveness;
- The development and maintenance of quality assurance processes, particularly in relation to teaching, student learning resources, research and the supervision of students;
- The allocation of duties to staff to ensure the effective and efficient performance of the School's teaching, research and service functions;
- The promulgation and implementation of University and Faculty policies within the School; and
- The provision of information to relevant University Faculties, Schools and Units

In the current academic structure, budget and resource management accountability reside at Faculty level. School level resource management is the responsibility of the Head. The Head will liaise closely with the Executive Dean in the delivery of the following:

### **Staff Guidance and Human Resources Management**

- Staff development within the School;
- The management of personnel issues including recruitment and selection of staff;
- The constructive implementation of the university's Performance Management and Development Scheme;
- The resolution of staff grievances; and
- The establishment of mechanisms to ensure that the equity and workplace health and safety policies are observed.

### **Financial Management**

- The financial management of the School including the presentation of budget requirements to the Dean;
- The monitoring of expenditure against allocations;
- Pursuing opportunities to increase revenue for the School and the Faculty;
- The management and maintenance of allocated physical resources (space and infrastructure) to ensure optimal levels of relevance, utilisation and efficiency.

The Head of School will ensure that diversity is respected and that the University's policy on equality is implemented and maintained across the School for the benefit of all staff and students.

### **Qualifications and Experience**

The successful candidate will have a significant track record of achievement and leadership within the broad area of Biotechnology and/or Biomedical Sciences and an international reputation for high quality research.

- More specifically, she/he must have a PhD (related to his/her teaching or research expertise), a very strong track record of supervision and mentorship of postgraduate and postdoctoral research activity, publishing in high impact journals, success in seeking external research funding and evidence of effective national and international research collaborations and networks.
- In terms of teaching and learning, she/he must have deep experience of teaching and programme development at both undergraduate and postgraduate levels, evidence of teaching excellence and innovation and a record of successful MSc and/or PhD supervision.
- Evidence of effective external engagement (academia, business community and wider society) is highly desirable and applicants must demonstrate a commitment to such activities that are in keeping with the School's mission and strategy and DCU's position as Ireland's University of Enterprise.
- Candidates must demonstrate excellent social and communication skills consistent with the highest quality of teaching, research, management and external engagement, together with evidence of successful teamwork and a collegial approach.
- The successful candidate will display clear leadership attributes and skills and have the ability, and interest, to inspire and motivate colleagues with regard to all areas of activity of the School of Biotechnology

### **Mandatory Training**

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.