University of Edinburgh

Job Description – HR/CORP/016

1. Job Details
Job title: Staff Development Adviser – Leadership and Management Development
School/Support Department: Human Resources
Unit (if applicable): Corporate HR
Line manager: Overall co-ordination of staff development activities – Head of Staff Development; Appraisal, and work priorities – Director of Human Resources

2. Job Purpose
To provide professional support in leadership and management development within the University, to meet objectives in the University’s Strategic Plan and in line with agreed HR priorities.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<tr>
<td><strong>1.</strong> Design, source, deliver and evaluate initiatives to develop the University’s academic leadership and management capacity and provide direct development support and advice to current and potential Heads of Schools, and other senior academics.</td>
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<td><strong>2.</strong> Design, source, deliver and evaluate initiatives to develop the leadership and management capacity in support roles mainly, but not exclusively, in the Support Groups.</td>
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<td><strong>3.</strong> Lead, contribute to, or support, key projects to deliver specific objectives and changes to meet the needs of Colleges, Support Groups, Schools and Departments (for example, major project on academic leadership and new project on support leadership)</td>
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<td><strong>4.</strong> Providing specialised expertise in leadership and management development in response to client need (including the design and delivery of interventions, away-days, workshops etc).</td>
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<td><strong>5.</strong> Maintaining an active role in key bodies in HE, relating to leadership and management development (eg serving on Scottish Advisory Group for Leadership Foundation for Higher Education); responding to and acting on initiatives from LFHE, on behalf of UoE; publicising, raising awareness of and gaining feedback about leadership and management development within UoE.</td>
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<td><strong>6.</strong> Participating, where time permits, in general staff development activities (eg induction or workshop delivery)</td>
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4. Planning and Organising
Planning and organising a range of mechanisms in support of academic leadership – diagnostic and psychometric tools; design, organisation and delivery of induction, leadership away-days, programmes and mentoring arrangements; designing, commissioning and piloting leadership
and management programmes, alongside the design and delivery of a new HoS website with knowledge resources – all designed to represent a whole, and distinct, ‘Edinburgh approach’ to leadership development. Planning normally up to a year ahead but can be up to two years (eg, for Heads of School).

5. Problem Solving
Developing leadership and management development tools and programmes involves gaining ownership from the leadership and management group, selling and negotiating ideas, and sorting out problems when things go wrong [eg persistence in obtaining responses from academics, explaining development tools to academics to ensure understanding and support]. Backing is needed all the way to the top and careful action and reaction is needed, and ‘political’ awareness, in order to deliver a solution and have it accepted.

6. Decision Making
The jobholder takes forward areas of work allocated, on his/her own initiative and identifies issues which need to be referred upwards. As well as individual problem solving, much of the work will involve joint policy development or problem solving with senior members of the HR community, with senior academics and other senior managers. Other activity based decisions, such as selecting appropriate leadership development activities to meet client needs, negotiating costs, recommendations on course nominations, sourcing external practitioners to deliver some activities and decisions on course scheduling. Planning, monitoring and controlling expenditure from allocated budget in line with agreed priorities. Guidance and support is available from the Director of HR.

7. Key Contacts/Relationships
Key contacts are with the academic and non academic leaders in order to gain buy-in, with Heads of School being a critical client group. Requests and ideas are communicated to and from others including the senior HR leaders, Heads of Schools, Heads of Colleges and Support Groups, Heads of Schools and Services, Vice Principals and the Principal. Extensive knowledge of, and contact with, leading providers in the field is essential in order to source appropriate external expertise for particular purposes.

8. Knowledge, Skills and Experience Needed for the Job
Desirably professionally qualified in HR, essentially qualified to degree level in a relevant subject, established expertise and experience (at least 5 years) in the successful design and delivery of development events and interventions. Broad knowledge and understanding of the HE leadership context.

9. Dimensions
Budget – as allocated from staff development and Director’s budgets for leadership and management development (in current year, £10k plus £38K from Leadership Foundation). 21 Heads of School, smaller number of Heads of major services, plus population of other senior academic and non academic leaders and managers.

10. Job Context and any other relevant information
The University has a devolved HR function in a traditional management context, which means that the jobholder has to operate and influence within a complex matrix of relationships, where the needs and drivers of the Colleges and Support Groups have primacy and solutions have to be found which meet the needs of up to six varying business areas in any case. Leadership and
management development is now a key feature in the UoE strategic plan.