

Roles that support the Head of Department

The following are some examples of University roles that are available to support Heads of Departments in their role with a brief summary of the role they undertake:

Within the Department:

Management Committee

Directors of UG Studies, PGT Studies, PGR Studies, Research, EDI and People, Recruitment, Conversion and Marketing, Student Experience, and Education and Curriculum Transformation. One of these roles will also be Deputy Head of Department to cover when needed.

Departmental Officer

Provides management and administration services for the department and is responsible for delivering operational excellence across the department's activities, implementing governance and facilitating the effective management of resources.

Student Programme Officer

Works closely with the Departmental Management Committee for teaching to support the efficient running of teaching and postgraduate research programmes. Manages and reviews the delivery of effective and efficient administration and processes (including planning, timetabling, and assessment and feedback including examination boards).

Within the Faculty:

Faculty Operations Manager

Supporting Heads of Department in the management of their support staff and providing guidance to departmental support staff. Encouraging staff development and career opportunities for all support staff in departments.

Faculty Resources Manager

Provides advice and guidance to departments on their duties and responsibilities under relevant EDI-related legislation. Provides advice, guidance and support for departments to manage space, estates and facilities issues. Acts as the Faculty's first point of contact to the Health & Safety Office. Supports the Head of Department succession planning process, recruitment approvals, promotions, AREL and reward and recognition committees.

Finance Partner

Provides comprehensive professional financial planning and budget monitoring support to allocated Heads of Department and other senior budget holders.

Planning Partner

Provides communication, guidance, delivery of the departmental compact information packs (CIPs), overseeing the timetable of meetings and deadlines, keeping record of discussions and decisions, liaising with Finance colleagues in recording agreed financial allocations and budgetary implications, contributing to an overview of the effectiveness of the planning process.

Within POE:

HR Partner/HR Advisor

Provides first line generalist HR advice and support on terms and conditions of employment and HR policies and procedures, with a view to resolving matters on advice. Provides independent advice and support on disciplinary, grievance, bullying and harassment and sickness absence cases, including informal and formal liaison with the Trade Unions. Provides advice and guidance on occupational health referrals, absence management issues and return to work cases to managers. Provides advice and support on departmental restructurings, including undertaking formal consultation with staff and trade unions and providing advice on redeployment and redundancy issues.

hr@lancaster

Email support for all queries which will be triaged and then assisted by the relevant departments such as recruitment, systems, reward, payroll