

Head of Department

Company:
HEADway Advisory

Location:
France / Paris / Reims / Rouen

Discipline:
People and Organisations Department

Employment Type:
Permanent Full-time

Posted:
2018-12-03

Contact Person:
If you wish to apply for this position, please specify that you saw it on AKADEUS.

HEADway People is a leading direct sourcing specialist recruiting exclusively for the higher education, research and training sectors. Neoma Business School has engaged our services for the recruitment of an outstanding individual for the position of:

Head of People and Organisations Department

1/ About Neoma Business School

NEOMA Business School is one of the premier business schools in France.

Its mission is to train and support future managers and entrepreneurs to provide responsible leadership that goes beyond current dominant models of business and leadership.

NEOMA Business School develops empowering management through world-class rigorous and relevant research that inspires both teaching and learning experiences, and benefits to each and every stakeholder.

NEOMA Business School belongs to the group of elite business schools in the world with the triple crown (AACSB, EQUIS and AMBA accredited).

With three campuses in France (Champagne-Ardenne, Paris and Normandy), NEOMA offers an ideal balance between French "savoir-vivre" and ready access to the heart of business in Europe.

If you are looking to push the frontiers of knowledge in your discipline, and are committed to sharing this knowledge with different stakeholders, NEOMA Business School is an ideal place to advance your career.

2/ Job purpose and main duties

Reporting to the Associate Dean for Faculty & Research, the Heads of Department are responsible for managing the professors of their department on both campuses (Reims and Rouen).

They are responsible of maintaining the quality of teaching delivery within the various programmes at the highest standard. They partake in the successful track-record of publications of the professors

they manage.

They also play a key role in the setting-up and implementation of the institution's strategy.

Duties and responsibilities of the position include:

§ Management of department professors

- Managing the department: holding meetings and interviews (and specifically Annual Individual reviews, as well as Professional interview or others),
- Drawing up activity plans for department professors and drawing up reports in line with the Faculty Handbook,
- Identifying the needs in terms of training and career development of the department members,
- Setting, following and evaluating the annual objectives for tenured and tenure-track professors (permanent faculty).

§ Acting as guarantors of the high quality of the department's teaching, and allocating programme resources

- Playing an active role in the recruitment of Professors and Visiting Professors together with the Associate Dean for Faculty & Research and the HR Faculty,
- Providing and centralising the recruitment of adjunct faculty involved in the programmes in line with strategic requirements and qualification criteria drawn up by the Institution,
- Continuously maintaining the quality of teaching documents intended for students such as syllabi, tests or exams,
- Together with the Head of Innovative Learning, ensuring a renewed and innovative approach to learning and teaching at the department level in line with the strategy of NEOMA Business School.

§ Support and follow-up of scientific outputs of the department

- Leading and reinforcing the dynamics of research within the department
- Together with the Research Director, playing an active and supportive role when

1. drawing up research agendas
2. setting-up the commercialization and transfer strategy of Research Outputs.

§ Representation

- Collaborating with the other stakeholders in the institution involved in the strategic planning and visioning.

The job is based either on the Rouen or the Reims Campus and requires frequent travelling in France and abroad. Open-ended contract, full-time position, with executive rank (French "status cadre").

3/ Person specification

Previous experience and essential qualifications

- PhD in a relevant discipline from an AACSB and/or EQUIS accredited school,
- Strong research and publication record,
- Proven track record in managing faculty (activity planning, evaluation),
- Experience with the recruitment of faculty of both junior and senior level,

- Strong international academic network,
- Proficiency of both French and English.

Desirable personal qualities

- Strong leadership skills: able to motivate and inspire collaboration around shared objectives,
- Determined and highly persuasive,
- Ability to participate and implement the strategy of the School at the department level,
- Good listener, conveying messages and information effectively and with courtesy,
- Creating and inspiring confidence, honesty and rigour,
- High personal and professional integrity, and respect for the values framework of the School,
- Flexible and agile; able to successfully adapt to changing environments,
- Global mindset.

4/ Recruitment process:

Please email your application to: s.obarowski@headway-advisory.com

Following a series of interviews with HEADway recruitment consultants, shortlisted candidates will be invited to attend further interviews with the NEOMA senior management team.

The position should be filled as soon as possible.

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