



**Head of Subject Computer Science**

**Post Reference: NU6725-2**

**Salary Scale: £59,967 – £67,469 per annum**

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,  
West Midlands, B32 3NT.

*(HR – Template 16.1.26)*

# Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## Job Description

**Job Title:** Head Of Subject Computer Science

**Grade:** AC4

**Salary:** £59,967 - £67,469 per annum

**Hours:** Full time

**Department:** School of Business and Law

**Reporting to:** Head of School (Associate Dean) Business and Law

### **Purpose of Post:**

The Head of Subject for Computer Science within the School of Business and Law will provide academic and operational leadership for all Computer Science provision at Birmingham Newman University. This includes the management and development of undergraduate and postgraduate programmes, as well as responsibility for advancing recruitment, student experience, and external engagement in alignment with the University's strategic growth agenda.

The postholder will lead the subject team in delivering high-quality, industry-aligned teaching and learning that reflects contemporary developments across artificial intelligence, data science, cyber security, and digital innovation. Working closely with the Associate Dean (Head of School), the Head of Subject will ensure the continued enhancement of the computing portfolio, embedding employability, sustainability, and inclusivity throughout the curriculum.

A central responsibility of the role is to drive significant growth in student recruitment and retention, supported by strong partnerships with regional employers, schools, and further education colleges. The postholder will also oversee the effective use of new and existing computing facilities, including the dedicated robotics and computing laboratory (Spring 2026), to ensure students acquire current and relevant technical skills that meet employer demand and the wider digital skills agenda.

The role post holder will inspire the team, manage resources effectively, and position Newman as a distinctive provider of applied, high-quality computing education in the region and beyond.

1. **Main responsibilities:**

**Academic leadership**

- Provide operational and professional leadership for the development, growth, and academic direction of Computer Science, ensuring alignment with the University's mission, strategic framework, and key performance indicators.
- Develop, articulate, and implement a clear vision for Computer Science, including its value, purpose, and contribution to the School and University.
- Lead the development, enhancement, and expansion of a coherent and competitive programme portfolio at undergraduate and postgraduate level, ensuring provision remains current, innovative, and responsive to advances in artificial intelligence, data science, cyber security, digital transformation, and related fields.
- Ensure programmes reflect changes in the external environment, regulatory expectations, and evolving industry needs and regional digital skills priorities.
- Oversee quality assurance and enhancement for all programmes within the subject area, including revalidation, external examiner engagement, and continuous monitoring processes.
- Drive growth in student recruitment, including leadership of conversion activity, targeted engagement with feeder colleges, employer partners, and regional stakeholders.
- Represent the University in managing relationships with external partners, including employers, industry bodies, professional associations, policy makers, and other higher education providers, to enhance profile and opportunities for students and staff.

**Learning, teaching and student experience**

- Lead the subject team in delivering high-quality, research-informed, and industry-aligned teaching that reflects the distinctive needs of Newman's diverse student population.
- Establish and oversee subject-wide learning, teaching, and assessment approaches that deliver active, inclusive, and practice-oriented learning, ensuring consistency and coherence across programmes.
- Support programme leaders in curriculum management, module design, assessment planning, and timetabling, ensuring efficient delivery and student-centred operation of programmes.
- Ensure that mechanisms for student engagement—including student-staff consultative arrangements—are effective, proactive, and support enhancement.
- Drive initiatives that support student success across the entire student lifecycle: recruitment, induction, transition, retention, continuation, assessment, outcomes, and employability.
- Promote student belonging, engagement, and mattering through proactive monitoring of attendance and engagement, and ensure clear interventions for students at risk of disengagement.

- Oversee the use of specialist computing and robotics facilities, ensuring students gain current, industry-relevant experience that enhances graduate outcomes.
- Teach at undergraduate and postgraduate.
- Lead to subject area to achieve British Computer Society accreditation.

### **Research, enterprise and scholarship**

- Stimulate and support the development of research, scholarship, enterprise, and professional practice within the subject team, fostering an environment that encourages innovation and academic growth.
- Promote a research-active culture that informs teaching, enhances curriculum relevance, and contributes to the University's research objectives.
- Encourage engagement in knowledge exchange, employer-led projects, consultancy, community partnerships, and digital innovation initiatives aligned with the School's strategic priorities.

### **Managing people and resources**

- Provide academic leadership and line management to staff within the subject area, ensuring effective team performance, workload planning, and delivery of high-quality programmes.
- Support staff through regular appraisal, mentoring, and identification of professional development needs, ensuring opportunities for continuous improvement and succession planning.
- Build a supportive and collegial working environment that enables the subject team to flourish.
- Manage resources effectively, including staffing, budgets, facilities, and learning technologies, in collaboration with the Head of School (Associate Dean).
- Ensure operational efficiency and accountability across all programmes hosted within the subject, meeting agreed targets for recruitment, retention, progression, and outcomes.
- As a manager the post holder has a responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct reports receive an annual appraisal.
- In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' as part of their duties.

### **Partnerships, external engagement and reputation**

- Build and sustain strategic partnerships with employers, industry bodies, regional digital skills networks, and further education colleges to strengthen recruitment, employability, and external engagement.
- Promote the subject externally to enhance its national and regional profile, supporting the development of a distinctive reputation for applied computing and digital innovation.

- Lead engagement with marketing, admissions, schools, and external partners to ensure robust recruitment pipelines and strong pre-entry conversion activity.
- Support the University's strategic aim to grow its presence within the digital healthcare, AI, cyber security, and data science ecosystems, including opportunities for collaboration, innovation, and external funding.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

## **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
<b>Educational Qualifications and Training</b>	<p>undergraduate degree in Computer Science or a closely related subject.</p> <p>A postgraduate qualification (Master's level or equivalent) in Computer Science or a related discipline.</p> <p>Fellowship of Advance HE or willingness to achieve within 12 months.</p> <p>Experience of teaching at undergraduate and postgraduate level in Computer Science subjects.</p>	Application	<p>Doctorate/PhD in Computer Science or a related field, or equivalent professional standing.</p> <p>Senior Fellowship (SFHEA) or equivalent.</p> <p>Experience of PGR supervision.</p>	Application
<b>Relevant work experience and/or knowledge</b>	<p>Experience of leading and managing academic teams in higher education.</p> <p>Experience of developing, managing, and enhancing academic programmes.</p> <p>Track record of delivering growth in student recruitment and successful conversion activity.</p> <p>Experience of curriculum development aligned</p>	Application/ interview	<p>Experience leading across multi-disciplinary teams.</p> <p>Experience of leading programme (re)validation or accreditation processes.</p> <p>Experience of developing partnerships with FE colleges for computing recruitment.</p> <p>Experience developing employer-led,</p>	Application/ interview

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	<p>to current and emerging trends in computing (AI, data science, cyber security, digital innovation).</p> <p>Understanding of quality assurance, academic standards, and regulatory expectations.</p> <p>Evidence of delivering positive outcomes in retention, outcomes, progression, and student experience.</p> <p>Knowledge of the UK digital skills agenda and regional employer needs</p>		<p>practice-based learning opportunities.</p> <p>Experience with BCS accreditation processes.</p> <p>Experience working with widening participation groups or mature/non-standard entrants.</p> <p>Sector networks or involvement in professional computing bodies.</p> <p>Experience of working with collaborative partnerships.</p> <p>Experience of supporting international students.</p>	
<p><b>Relevant and/or Specific skills required</b></p>	<p><b>Strong leadership skills with the ability to inspire, motivate, and develop academic teams.</b></p> <p><b>Ability to lead planning and operational delivery across the Computer Science subject area.</b></p> <p><b>Excellent communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders.</b></p>	<p>Application/ interview</p>	<p><b>Recognition as an academic leader in the discipline.</b></p> <p><b>Evidence of innovation in digital pedagogy.</b></p> <p><b>Evidence of recent research publications.</b></p> <p><b>Award of successful grant applications.</b></p>	<p>Application/ interview</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	<p><b>Ability to manage stakeholder relationships, negotiations, and external partnerships.</b></p> <p><b>Ability to analyse data to inform decision-making, planning, and performance monitoring.</b></p> <p><b>Ability to represent the University externally and promote the subject's reputation and profile.</b></p>			
<p><b>Personal qualities and attributes</b></p>	<p><b>Commitment to delivering an excellent student experience.</b></p> <p><b>Collegiate and able to foster a positive team culture.</b></p> <p><b>Commitment to personal and professional development.</b></p>	<p>interview/test</p>		

### General Terms & Conditions of Employment

This post is a full-time appointment, offered on a *permanent* basis. It will be remunerated on the single pay spine, at Grade AC4 **£59,967 – £67,469** per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

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All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### **Disclosure and Barring Service**

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### **Pension and Auto Enrolment**

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first

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contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

### **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

### **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

**Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

**Closing date for applications: 23/3/26**

**Interview date to be confirmed**

### **Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)

