

The Deputy Head of Department will act as Head of Department, carrying out all responsibilities of that role, in the absence of the Head of Department.

In addition the Deputy Head will undertake the following specific duties and responsibilities with the delegated authority of the Head of Department:

- Overall responsibility for the management of the graduate student programme, including research students and taught post-graduate courses;
- Membership and chairmanship of various committees relating to graduate studies in the Department and School of Technology e.g. the Department's Graduate Teaching Committee
- Management of the assistant staff
- Management of applications to the Trust funds;
- Assignment of research students to academic staff, supported by the Head of Department;
- Responsible for budgeting of and expenditure from the Department's EPSRC Doctoral Training Grant, transferable skills budget and Departmental travel grants for research students;
- Advice/support for academic planning new taught courses and Doctoral Training Centres;
- Fund Manager of various Trusts associated with support for Graduate Students in the Computer Laboratory
- Member of the Council, Academic Committee and Faculty Board of the Department;
- Observer of the Council of the School of Technology;
- Such other duties as the Head of Department may specify from time to time.

In exercising all these responsibilities the Deputy Head will be accountable to the Head of Department.