

As a Head of School or Director of Professional Service your primary responsibilities over and above those of any member of staff are as follows:

Ensure that steps are taken to address commercial & legal risk and ensure Value for Money in all purchasing contracts which are specific to your area of responsibility.

Your FBP can advise and facilitate this

Provide information in connection with the appointment, resignation or dismissal of members of staff, and on any contractual change.	Your FBP can advise and facilitate this with your HR Business Partner.
Ensure that externally funded work is appropriately priced with reference to the terms of funding, Full Economic Costing (FEC) principles, and School resources.	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
Where a Head of School is acting as PI, ensure that their line manager takes on the relevant responsibilities for authorisation etc.	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
Approve - proposed consultancy activity - the terms of funding of successful bids for external funding. Be responsible for any loss to the University resulting from a failure to meet conditions of funding.	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.

Consult re individual fees and seek approval of procedures for the application of fee waivers and