JOB PROFILE

Head of Department, Department of Business and Management
Aalborg University
Faculty of Social Sciences

Jan Thomsen
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1. Introduction

Aalborg University and Mercuri Urval A/S have entered into an agreement of cooperation on the recruitment and selection of a new Head of Department for the Department of Business and Management at the Faculty of Social Sciences.

1.1 Purpose of Memo

This memo has been prepared by Mercuri Urval on the basis of available documents as well as interviews and conversations with relevant stakeholders from Aalborg University/the Faculty of Social Sciences.

The job profile will serve as a shared framework of understanding for the selection committee and Mercuri Urval in relation to job content and the profile of the future Head of Department, and as such forms the basis for selecting the candidates, who will be invited for interviews and for the final assessment of candidate eligibility.

Furthermore, the job profile will serve as a basis for the following:

- The memo can be used when responding to questions from applicants requesting additional information based on the advertisement/recruitment process
- The memo creates a foundation for the assessment of the personal and professional qualifications of the candidates in relation to the agreed demands and expectations.

1.2 Contact Details

Should you require further information about the position, please contact Dean Rasmus Antoft (telephone +45 3031 8104, e-mail: samf-dekan@aau.dk) or Director Jan Thomsen, Mercuri Urval, (telephone +45 4040 7719, e-mail: jan.thomsen@mercuriurval.com) who is assisting AAU in the recruitment process. Project Coordinator Anne Marie Bak from Mercuri Urval will be assisting with logistics and practicalities in the recruitment process and is available on +45 5076 1214.

Applicants are kindly requested to note the recruitment time schedule: Preliminary interviews will take place on October 9, 2017 and final interviews on October 26, 2017. Before the final round of interviews, Mercuri Urval will conduct personality tests.

Expected commencement: December 1, 2017 or as soon as possible hereafter.

2. Department of Business and Management

2.1 Department of Business and Management – a brief introduction

The Department of Business and Management is part of the Faculty of Social Sciences. The Faculty of Social Sciences also includes The Department of Culture and Global Studies, The Department of Learning and Philosophy, The Department of Political Science, The Department of Sociology and Social Work, and The Department of Law.

The Department of Business and Management is part of the Faculty of Social Sciences. The department researches and teaches within the main fields of business economics, economics, and health economics. Problem Based Learning (PBL) is the basis for both teaching and research, where the department combines theory and practice and emphasises collaboration with companies and public sector organisations. The department has a strong tradition for cooperation with the surrounding world and is involved in a number of research projects and partnerships locally, nationally, and globally.

The Department's research activities are organised in research groups of organisation and strategy, accounting, auditing, international business and marketing, creativity and innovation, entrepreneurship and business models, economics, impact analyses, and health economics. For more details on the individual research groups and activities, please see http://www2.business.aau.dk/research/
The Department offers two PhD programmes: The Business Economic Programme and the Innovation Economic Programme.

Education at the department is organised in the School of Business & Economics and comprises the Graduate Diploma of Business Certification (in Danish and in English), a number of Business Master Programmes (including three in English), an Auditing Master Programme, as well as Bachelor and Master Programmes in Economics. In addition to this, the department contributes to a number of the university’s other programmes, and the department is also responsible for the master programme in Innovation Management, which forms part of the Danish-Chinese SDC-cooperation located in Beijing.

The School of Business and Social Sciences, AAU Executive, offers part-time programmes within business economics, including the Graduate Diploma of Business Certification (part 1 and 2 with three specialisations) and MBA.

Key figures for the Department of Business and Management (in round figures):
- 1,600 full time students and 650 part time students
- 150 employees (85 assistant professors, associate professors, 35 PhD-students and 30 administrative employees) and 75 external part time employees (associate professors and teaching assistants)
- Budget 2017: 155 mill. DKK, including 15 mill. DKK from external research grants
- The department is located in Aalborg (Fibigerstræde 2, 4 and 11) and with a small research unit placed in AAU Campus CPH.

For further information, please refer to the department’s website: www.business.aau.dk

2.2 Strategy

In recent years, the department has seen extensive growth in its employee and student numbers and in the amount of external partnerships, and today Business and Management is a large faculty department with almost 2,500 students. As part of Aalborg University’s overall strategy for 2016 – 2021, The Department of Business and Management is in the process of implementing its strategic priorities up until 2021.

Faculty management expects continued growth in department activities with a large influx of students, and the ambition is clear: To be one of the leading schools offering education and research within the field of business and management. Within a five year period, the department is expected to establish itself as an actual business school with an international profile.

The department has as its vision that "The Department of Business and Management will be an innovative, involved and attractive learning and research environment with a constructive-critical perspective on business and management in order to contribute to excellent research, education and solutions to societal and business challenges locally, nationally, and globally.”

The department’s recently adopted strategy is linked to Aalborg University’s overall joint strategy “Knowledge for the World” and The Faculty of Social Science’s strategy 2016 – 2021. The purpose of the strategy is to support activities and goals across individual research groups and educational programmes so that each activity and employee at the department are offered development opportunities with a view to the department as a whole.

See Strategy 2016 – 2021 for the Department of Business and Management here (link xxxx)
See Strategy 2016 – 2021 for the Faculty of Social Sciences here (link xxxx)

For the Faculty, and thereby also for the Department of Business and Management, the following overall strategic points are in focus the coming period:

Securing research freedom and independence to pursue fundamental and applicable research questions. We strive for new realisations and excellent research and see curiosity, freedom of speech, uprightness, and critical dialogue as central values to this aim.
**Education of the highest quality**, where students are presented with the most recent knowledge within their field of study. They are challenged through PBL and other pedagogic tools of learning and are motivated to reach for new knowledge in order to acquire the competencies required on the national and global labour market.

**Consolidation.** After a period of massive growth in student numbers for the faculty, the aim of this coming strategy period will primarily be to consolidate and further develop existing robust educational programmes. We will focus on securing a research base in all our educational activities and on involving students in concrete research activities.

**Internationalisation** continues to be an important part of both research and educational activities, and a global perspective is required for social science candidates. This is why we will secure that global societal challenges are addressed in our educational programmes and why we increase the faculty's international educational activities.

**Continued cooperation with various external partners.** The strategy contributes to further integrating knowledge cooperation into research as well as educational activities. Through this, we ensure societal input to our research, we expose our students to the labour market, and we facilitate knowledge sharing and a continuous dialogue with the society that surrounds us.

**A well functioning and dynamic administrative support** with a focus on planning as well as simplified and transparent processes.

**Job satisfaction** – through dialogue in internal fora, the daily work of faculty management, staff collegial relations as well as in the cooperation among students.

### 3. The position

The Head of Department carries the overall responsibility for all activities as well as the management of professional activities, staff, and administration at the department. This includes planning and allocation of work, budgetary control, quality assurance and coherence of departmental research and teaching as well as the continuous resource prioritisation between research, teaching, and knowledge sharing.

The Head of Department refers to the Dean of The Faculty of Social Sciences and is a member of the faculty management group, and will as such contribute to the further development of the faculty according to the overarching strategies.

In general, the faculty's departments enjoy vast economic self rule, which allows for extensive development opportunities and a certain room to manoeuvre for the new Head of Department.

In the department's strategy, a number of goals, focus areas and action plans are formulated in relation to:

1. Research and PhDs
2. Research based teaching and PBL
3. Networks and external cooperations
4. Work and study environment
5. Administrative organisation

This involves a number of specified goals and action plans that the new Head of Department will be responsible for implementing in cooperation with the rest of management and staff. For instance, for the area of Research and PhDs the following goals have been formulated – with corresponding goals for the remaining areas of Strategy 2016 – 2021 for the Department of Business and Management:

- **Development and evaluation of the department’s research groups**
  - Evaluation of the department’s research profile and assessment of the need for new research areas.
  - All research groups have formulated a strategy and carried out the first round of research group evaluations.
The continuous development of the department involves a number of major tasks, in particular:

- The continuation of an ongoing reassessment of the organisation of the administrative entity within the Department and the further development of transparent, effective, and efficient administrative back up;
- A strategic reassessment of the portfolio of educational programs offered; and an upcoming internal evaluation of research activities within the department.

### 4. Profile

As Head of Department, you will be an acknowledged researcher with experience and knowledge of managing academic employees. Being a leader motivates you, and as Head of Department you will contribute to both the development of your own department as well as to cross-cutting and strategic leadership as a member of the faculty management group. In this role, you must be able to make research, education and knowledge dissemination come together and support the continuous development of a large and ambitious department. At the same time, you must be able to function and thrive in a complex organisation, where the development and running of the department, the faculty, and the university can cross-pressure you as a leader.

#### 4.1 Professional Qualifications and Experience

- Solid management experience. Experience with general management and staff management of academic employees. Able and experienced in motivating and cooperating with employees from different professions and staff groups.
- An acknowledged research profile within the faculty’s field of research.
- Knowledge of the department's core services and of the university environment in general.
- A well functioning network within scholarly circles, preferably internationally.
- Experience with knowledge partnerships and with securing external funding for research activities.
- Fluency in Danish/Scandinavian and English to a negotiation level. In the event that the applicant does not speak Danish/Scandinavian, the applicant is expected to learn this within an agreed period of time.
4.2 Personal Qualifications

- Ability to think and work strategically with research
- Ability to set a clear strategic direction
- An eye for setting up an efficient operational framework
- Ability to lead with ‘charm and respect’ – based on an appropriate mix of openness, respect for different professions, interest in the perspectives of others, as well as firmness.
- An eye for creating productive research environments and a sound working environment for all.
- Enterprising and goal oriented with an ability to motivate towards results and success.
- Ability to create enthusiasm and drive within an organisation.
- Persistent and robust with a high working capacity.

5. Terms of Employment

Employment as a head of department is for a set term of four years, with possible renewal of up to three years. Employment and remuneration will be in accordance with the collective agreement for state-employed academics, including the protocol to the collective agreement for state-employed academics applying to heads of department and deans at the universities, and the circular on fixed-term employment.

Additional qualification-based supplements may be granted, subject to negotiation.

Upon expiry of the fixed-term employment period, the Head of Department will be offered a position as associate professor or professor, following positive expert assessment, cf. the Ministerial Order on the Appointment of Academic Staff at Universities.

Research time may be included in the position, subject to negotiation.

6. Selection Committee

The selection committee consists of the following:

- Rasmus Antoft (Dean and Head of the selection committee)
- Ulla Steen (Head of Department, Department of Law)
- Erling Jensen (Head of Study, School of Business and Economics)
- Jess Nordstrøm Larsen (Stud repr.)
- Jesper Lindgaard Christensen (VIP-repr.)
- Reimer Ivang (VIP-repr)
- Helle Kramer (TAP-repr.)
- Jan Thomsen, Mercuri Urval

7. Process and Time Schedule

Applicants are kindly requested to note the recruitment time schedule: Preliminary interviews will take place on October 9, 2017 and final interviews on October 26, 2017.
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<thead>
<tr>
<th>ACTIVITY</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Recruitment (advertising, sourcing og search)</td>
<td>From September 5. – October 1. 2017</td>
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<td>Application deadline</td>
<td>October 1. 2017</td>
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<tr>
<td>Selection of candidates for preliminary round of interviews</td>
<td>October 3. 2017</td>
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<tr>
<td>Preliminary round of interviews</td>
<td>October 9. 2017</td>
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<tr>
<td>Test, personal assessment og references</td>
<td>October 9. – 25. 2017</td>
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<tr>
<td>Candidate presentation og final interviews</td>
<td>October 26. 2017</td>
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<td>Commencement</td>
<td>December 1. 2017</td>
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Your application including your CV, examination diploma and other relevant attachments must be sent electronically to Aalborg University. Open the link “apply online” and complete the application form.

**Deadline for applications is October 1. 2017**

Mercuri Urval A/S

Jan Thomsen