



THE CONCEPT OF THE WORK ROLE OF THE HEAD OF DEPARTMENT OF THE INSTITUTE OF PHILOSOPHY

The purpose of the document is to clearly define the set of competencies (knowledge, skills, and competencies) that are key for the performance of this position in the FLU and to briefly present the recommended standards for the performance of the job of the manager.

Leadership roles can always and only be defined in the context of the institution's environment. In a research institution, the main motivating factors include sensitivity to societal problems and the need to address them. This setting determines the further work with priorities and the work performance indicators derived from them. In principle, leaders and staff should be professionals who identify with the mission of the institution.

Required competencies:

Professional area

- University degree and relevant experience
- Scientific publishing and translation activity
- Participation in international conferences and seminars

Area of communication

- Willingness to listen to and communicate with others
- Ability to adopt an objective and gender-neutral approach
- Ability to resolve conflicts
- Presentation skills (presentations, popularisation activities)
- Development of international cooperation

People management and leadership

- Ability to build and work in a team
- Ability to take responsibility
- Ability to delegate tasks
- Ability to evaluate subordinates and provide feedback
- Participate in staff selection
- Mentoring PhD students



Work and time management

- Ability to develop the concept of the department and coordinate its activities
- Ability to deal with situations systematically and effectively
- Knowledge of project management
- Administrative management

Recommended standards for the performance of the work of a lead researcher:

- Is a carrier of values and an inspiration to his subordinates
- His/her work results significantly influence the direction of the field
- Sets research priorities in the department and is responsible for their implementation
- Is a moral authority for other colleagues
- Evaluates and provide feedback to subordinates
- Is internationally recognised in his/her field of expertise
- Is a regular participant in international conferences and interdisciplinary seminars
- Is an investigator of grant projects
- Supervises PhD students
- Publishes in professional magazines and renowned publishing houses
- Translates professional texts
- Participates in regular management meetings
- Receives relevant training (in soft-skills)