



Example of Department Head Job Description

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Our growing company is looking to fill the role of department head. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for department head

- Implements and / or administrates Production Quality policies, guidelines, programs and standards
- Preparation of local monthly management reports in accordance with Group timetables, formats and procedures, including Productivity, Cash, Budget, Forecast, Group Reporting Pack, Debtors, WIP, New and Lost Business
- Contributes significant services activities
- Establish and maintains relationships with required external and internal interfaces to ensure that customer requirements are understood and being achieved
- Communicate technical and financial aspects of department operations vertically and horizontally within the organization
- Represents the S CIR team in the Case Investigation and Resolution Leadership Team (RSS CIR LT) the extended CMR Leadership team (CMR eLT)
- Direct staff results by coaching and counseling employees, and planning, monitoring and appraising job performance
- Understands, advocates for, communicates, and exhibits a strong commitment to the Libraries' mission, vision, values, and goals, and effectively conveys the broader context in which the Libraries operate
- Coaches and mentors all members in career and skill development and ensures that all members have the tools and support needed to do their work
- Champions the department and its members to stakeholders inside and outside of the Libraries, serving as an ally with and an advocate for liaisons

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- Master's degree in physical or life science, engineering or a closely related scientific or technical field or the equivalent combination of education and related experience
 - Expert communication, facilitation, collaboration, and problem-solving skills necessary to direct a moderate-sized organization, lead innovative research, build cooperative multi-disciplinary teams, and interact with and advise management and customers/sponsors internal and external to the Laboratory
 - Expert knowledge of DOE orders, national standards, environmental laws, regulatory agency rules and regulations, and compliance issues as applied to environmental restoration
 - Advanced technical skills and experience leading, managing, and directing scientific/technical remediation programs, managing large-scale budgets, and in delivering programmatic results
 - Experience in remediating contaminated ground water and soil and demonstrated ability to implement applied R&D for environmental cleanup
 - Experience creating and sustaining productive relationships with sponsors, DOE and other federal agencies, stakeholders, customers, and the public