

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Head of School: Allied Health and Social Care

## **College/Department**

College of Health, Psychology and Social Care

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0424-22

## **Salary**

£56,445 to £74,102 per annum

## **Reports To**

PVC Dean

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

Responsible for leading, enhancing and growing the academic, research and academic enterprise of the School, ensuring that its programmes and academic delivery inspire, have impact and support both the College plans and the University’s Corporate aims.

To contribute to the overall success of the College by working closely with the PVC Dean and the Senior Leadership Team to develop business plans and ensure that innovative programmes and courses are demand led and deliver to the needs of students and the market; the research environment is vibrant; and new income streams arise from our academic endeavours. To plan and manage the resources required to ensure that targets are met with and through Discipline Leads.

To lead and inspire staff in the School in terms of academic practice and scholarly activity and also to achieve high standards of research outputs, quality and impact through research. Leading by example in academic enterprise

Responsibility for a College wide portfolio as agreed with the PVC Dean

## **Principal Accountabilities**

### Strategic Management

1. As part of the College’s Senior Management Team, contribute to the development and success of the College. Achievement of strategic and operational goals in particular in ensuring the School and College are correctly positioned in the market place for the short and longer term with an appropriate portfolio. Ensuring our professional portfolio is PSRB compliant, contemporary and responds to socio-political change and workforce demands.

### Academic Leadership

1. Leading the Heads of Discipline to form a strong leadership team for the School.
2. Ensure the School’s academic provision inspires and challenges the students, is fit for the future through innovative methods of delivery and meets the highest quality standards (including regulatory requirements).
3. Ensure that the School delivers outstanding learning, teaching and assessment practice, and that this is reflected in metrics and rankings such as NSS and PTES.
4. Share accountability and responsibility for achieving University and College KPIs.
5. Lead the curriculum development for the School, identifying trends in student demand, anticipating emerging requirements and ensuring the promotion of employability, enterprise and inclusion across programmes
6. Develop and foster academic research and scholarship within the School to inform the curriculum, enhance the standing of the School’s discipline areas, and deliver strong research outcomes to feed into REF.
7. Ensure that good practice is shared across all colleagues, being open to innovation inside and outside the School.
8. Embed the University’s core values with specific emphasis on academic quality and social opportunity.
9. To ensure that necessary business and commercial development takes place for the School/College.
10. Ensure that the work of the School has measurable external impact on the University in ways that support the College strategy on a regional, national and international basis.
11. Play a cross-College role in leading activities required to support the achievement of strategic goals

### Management

1. Ensure that there is effective communication with staff across the School and there are appropriate mechanisms to enable this.
2. Provide strong leadership creating positive team spirit and staff engagement.
3. Ensure effective management and planning of the School budget, seeking both income opportunities and efficiencies.
4. Agree School targets and objectives, utilising management information and active performance management.
5. In particular, ensure that the School sets and achieves realistic student recruitment targets.
6. Manage and deploy resources effectively and within budget to achieve the planned targets.
7. Ensure that appropriate structures, resources and processes are in place to effectively manage and motivate all staff in the School.
8. Ensure the allocation of appropriate workloads within the School.

### General Duties

1. Deputise for the Deputy Dean or PVC Dean as required.
2. Lead the College on cross-University business activities as agreed with the PVC Dean.
3. Actively contribute to the College Management Executive / Income / Business planning.
4. Contribute in a flexible and constructive manner to other responsibilities that may be assigned from time to time.
5. Undertake personal scholarship and research in a relevant field of endeavour.

### Person Specification

### Essential Criteria

#### **Qualifications**

* Higher Degree level qualification or its equivalent in a relevant academic discipline
* Evidence of Continuing Professional Development
* Fellowship of the Higher Education Academy (HEA)
* Hold or near to completion of a PhD/Professional Doctorate or alternatively demonstrate equivalent standing in professional practice or expertise
* Relevant professional qualification/ membership of a professional body as appropriate for the School (NMC, HCPC, SWE or equivalent)

#### **Experience**

* Significant management experience in an HE institution of a similar or larger size.
* Successful experience of using effective leadership and management competencies to create a high performing team
* Extensive teaching experience in HE and a good understanding of the HE sector and current issues
* Evidence of sustained personal track-record of research and scholarship
* Experience of working in professional practice within a health /social care setting

#### **Skills, knowledge & abilities**

* Flexible and adaptable, willing to challenge and innovate
* Knowledge and utilisation of quality assurance and enhancement policies and procedures
* Self-confident and resilient with well-developed influencing and persuasion skills
* A commitment to live and promote the University core values

#### **Business requirements**

* Occasional evening and weekend working
* Overseas / overnight business travel

### Desirable Criteria

#### **Experience**

* Experience of undertaking successful bids for external funding
* Successful development of international collaborations, recruitment of international students and internationalisation of the curriculum
* Experience of successful inter-disciplinary developments
* Publications in peer-reviewed journals

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)