

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Head of Discipline of Therapeutic Arts

## **College/Department**

College of Arts, Humanities and Education

## **Location**

Kedleston Road, Markeaton Street and Britannia Mill

## **Job Reference Number**

0284-24-R2

## **Salary**

£58, 863 to £73,579 per annum (For exceptional performers, there is scope for further progression up to £84,616 per annum)

## **Reports To**

Head of School of Arts

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

The Head of Discipline of Therapeutic Arts has responsibility for the overall success of the Discipline area. Working collaboratively as a member of the Senior Leadership Team, you will lead an ambitious agenda and ensure that we provide research informed academic excellence.

The post holder will work pro-actively with the Head of School, the other Heads of Discipline, Programme Leaders, as well as the wider College, and central units of the University to support and develop the work of staff, students and partners in the context of the University’s values and behaviours.

The Head of Discipline will lead on mapping curriculum against health and social care sector requirements and ensure that all programmes meet internal and external professional body standards. The Head of Discipline of Therapeutic Arts will lead on internal and external engagement and partnerships, fostering a collaborative culture of creative enterprise.

They will have devolved responsibility from the Head of School for the line management of staff in the Discipline and for maximising people potential and engagement across the full range of academic activities by providing strong leadership that is both supportive and challenging. They will work closely with Programme Leaders and other colleagues to ensure teaching excellence and to maximise student success and experience.

They will maintain high standards of teaching, learning and assessment in all its forms and the development of scholarship and research in the Therapeutic Arts and wider connective areas in the school and college. They will lead by example through active engagement with teaching, research and scholarship.

In addition, they will initiate and encourage activity in professional/ industrial engagement to enhance academic enterprise, undertaking sector horizon scanning and benchmarking performance against competitors and identifying other opportunities.

## **Principal Accountabilities**

1. Provide strong, inspiring and collaborative leadership, create a positive team spirit, maximise people potential and engagement across the Discipline area and wider University, so as to foster a vibrant and innovative academic community.
2. Enhance the full range of academic activities in the Discipline area, including teaching and learning, impactful research, professional development, academic enterprise and scholarly activity.
3. Undertake sector horizon scanning and benchmarking performance against competitors to enhance the strength and performance of the Discipline area.
4. Support and challenge staff to achieve excellent metrics and outcomes in TEF, REF, NSS, PRES and PTES and other key performance indicators.
5. Work closely with the Course Director to cultivate the academic development, review and teaching of course provision within the Discipline area.
6. Actively foster collaborative relationships with the Head of College Business Operations and other professional support service colleagues to ensure the needs of the College are being supported.
7. To lead teams and activities and work closely with the Course Director to ensure a challenging and supported student experience which inspires them to achieve academically and in their career to their highest potential.
8. Take the lead in ensuring the professional accreditation of programmes is achieved in the Discipline area where appropriate.
9. Ensure the commitment to and development of academic enterprise, collaborative partnerships, and consultancy and commercial activities and manage these within staff workloads.
10. Promote and embed the University’s core values with specific emphasis on quality, employability, and social mobility.
11. Represent the Discipline area or School externally as necessary.
12. Actively contribute to the School Leadership Team to provide effective academic leadership.
13. Lead by example in ensuring staff work collegially in the College and engage with university-wide departments and activities to achieve College and University objectives.
14. Manage and support staff within the Discipline area with respect to academic workload planning, undertaking development and performance reviews, coaching and mentoring as required.
15. Utilise management information to monitor achievement of objectives, setting clear performance targets and addressing issues of underperformance in an objective and supportive manner when necessary.
16. Work proactively with the Head of School to ensure the effective planning and management of resources within an agreed budget and engage with College planning and budgeting.
17. Engage in UK and International student recruitment activities by, working effectively with recruitment & marketing colleagues and course leaders to develop the profile of the Discipline, including its promotion through marketing and the media.
18. Ensure all new staff in the Discipline area receive comprehensive and effective induction and support during their probationary period.
19. Manage staff in ways consistent with the University’s core values and behaviours.
20. Ensure that staff in the Discipline area engage with staff development opportunities to gain and continuously enhance their skills and contribution, leading by example.
21. Ensure compliance with institutional performance expectations within the HE sector, including regulatory requirement of e.g. the OFS, Designated Quality Body, Competition and Market Authority, and other Regulatory standards and agencies.
22. Proactively support the Course Director and other colleagues to maintain and enhance quality assurance standards and the reputation for excellence in teaching of the Discipline area.
23. Proactively support the Course Director in portfolio and curriculum development/ review for the Discipline area, ensuring curriculum content and delivery is both academically excellent and inspiring, as well as sustainable in resource terms.
24. Actively participate in College and University Committees as appropriate.
25. Effectively develop external networks with other academics, employers, external agencies, key stakeholders, other providers and professional bodies as appropriate.
26. Continually enhance and develop the external profile and academic ranking of the Discipline area.
27. Work with the Heads of Research Centres to assure delivery of research objectives, targets and outputs within agreed workloads.
28. Maintain own research and scholarship, where possible delivering outcomes that contribute to REF.
29. Undertaking, as reasonably required by the Head of School, Deputy Dean or PVC Dean any other duties to ensure the effective operation of the School and College, or for your own personal development.
30. Engage with staff development opportunities to enhance own knowledge and capability.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Academic/professional qualifications (at a minimum of a postgraduate level) and substantial experience in discipline area.
* Fellow of the Higher Education Academy.
* Professional Qualification as per Therapeutic Arts Professional Records Standards Body requirements.
* Hold or commit to working towards a PhD/Professional Doctorate or alternatively demonstrate equivalent standing in professional practice or expertise.

#### **Experience**

* Leadership experience within an academic context.
* Significant teaching experience in HE.
* A comprehensive understanding of external HE sector and current issues.
* A strong commitment to the institutional mission and strategic objectives.
* Current personal scholarship and research in a relevant field of endeavour.
* Extensive curriculum development experience in a relevant area.
* Substantial experience of quality systems and quality assurance.

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

* Understand the importance of setting and meeting stretching targets and objectives relating to organisational aims and goals.
* Demonstrable skills in academic leadership and management with proven ability to deliver through people.
* Strong business / commercial acumen and the ability to manage budgets and interpret financial information.
* Ability to develop impactful research profile and external academic enterprise activities for self and others.
* Proven ability to foster effective communication and collaborative working within a School.
* A commitment to demonstrate and promote the University core values.
* Flexible and adaptable, demonstrating good time management/planning skills and commitment to meeting deadlines.

#### **Business requirements**

* Contribute to the wider leadership of the School and College.
* Ability to travel abroad for business.
* Availability to work when necessary at weekends and during the evenings to attend Open Days and other University activities in other external activities.
* Commitment to continual professional development.

# **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.

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)

# **Our People**

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. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.