

Job Description: Professor – Education & Research (Research) & Head of School

Faculty:	Faculty of Medicine, Health and Life Science
Department/Subject:	School of Health and Social Care
Salary:	Competitive salary (commensurate with the Professorial role) with USS pension benefits Additional Role Supplement of £6,000 per annum will be paid whilst the individual carries out the Head of School duties
Hours of work:	Full time, however, applications for part time work will be considered
Number of positions:	1
Contract:	This is a permanent professorial position. The Head of School role will be for four years; issued for an initial period of 24 months with the potential to extend for a further period of 24 months, subject to performance and mutual agreement
Location:	This position will be based at the Singleton/Bay Campus

Academic Career Pathways	<p>The Academic Career Pathways (ACP) scheme is designed to ensure that academic strengths across a broad range of activities, such as research, teaching, student experience, innovation, engagement, enterprise, leadership, management and broader collegiality are all appropriately recognised, developed, valued & rewarded. There are four career pathways:</p> <ul style="list-style-type: none"> • Education • Education & Research (Education) • Education & Research (Research) • Research <p>For more information on Academic Career Pathways, please click here.</p> <p>The criterion for each pathway provides indicative performance levels for academic staff at each level, from Lecturer to Professor, which will be used throughout the recruitment process. Evidence provided against each criterion will be considered in light of the stage of career, hours of work, individual circumstances or work-related activities outside of academia, such as in industry or a clinical setting. You are very welcome to provide context regarding any relevant individual circumstances such as career breaks, extended periods of leave or absence, or caring responsibilities, for example, and how these have had an impact on your career development.</p>
Main Purpose of Post - Professor	<ol style="list-style-type: none"> 1. <u>Research</u>: Has achieved and sustained, outstanding and widely recognised international eminence and authority in their field through the distinction of their research ideas, outputs, impact and leadership. 2. <u>Education</u>: Able to deliver and develop routine teaching to a good standard, and may focus on PGR-related activity. 3. <u>Innovation, Engagement & Enterprise</u>: Recognised, extensive leadership through a highly significant, impactful and sustained body of work in innovation, engagement or enterprise. 4. <u>Collegiality, Leadership, Management & Service</u>: Leadership which may be within the University or within a discipline or related academic activity.
General Duties	<ol style="list-style-type: none"> 5. Promote equality and diversity in working practices and maintain positive and collaborative working relationships. 6. Conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. 7. Ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy 8. Any other duties as agreed by the Faculty / Directorate / Service Area.



<p>Main Purpose of Post – Head of School</p>	<p>The Head of School will support the Deputy Executive Deans in the implementation of Faculty strategy, taking delegated accountability for delivery of the Faculty budget, business plan and associated KPIs within their school, whilst ensuring all policies and academic processes are applied consistently and appropriately. Taking academic management responsibility for their school as a whole, they will allocate work to individuals using Faculty policies and processes, manage staff performance, and guide colleagues to develop their careers in line with university ambitions. The Head of School will be a member of the Faculty Leadership Team, and work in collaboration with other colleagues across the Faculty and wider University.</p> <p>From the outset the role holder will set a leadership culture that is inclusive and demonstrably aligns to the University’s culture, behaviours and values. The Head of School will play a key role by inspiring and guiding staff to gain and sustain the highest levels of excellence. The role holder will be expected to manage change by seeking opportunities to innovate and grow the school’s teaching, research, and external partnerships whilst ensuring all activities of the school are carried out in accordance with University policies, procedures, governance and constitutional frameworks</p>
<p>Head of School Duties and Accountabilities</p>	<p>Strategy/Leadership</p> <ul style="list-style-type: none">• Work with the FLT and School senior colleagues to ensure that all academic activities within the School are aligned to Faculty and University priorities across all areas of the academic endeavour, including Research and Enterprise, Student Experience, Teaching & Learning, Innovation and Engagement, Internationalisation and Civic Mission• Partner with the FLT to shape, deliver and implement the Faculty strategy, ensuring alignment to the over-arching University strategy• In accordance with the Faculty Business Plan, take a lead role in delivering the School’s budget, monitoring and mitigating risk.• Enhance academic leadership across the School to ensure delivery of KPIs in relation to research, student experience and student recruitment People Strategy/Operational Management• Lead and contribute to a positive and responsive working environment, ensuring teams keep promises, build trust and maintain professional integrity & confidentiality at all times.• Role model and embed the University values and behaviours, and personally contribute and prioritise a culture of wellbeing where staff, students and visitors can thrive and flourish.• Lead through people so that individuals are empowered to be accountable and outcome focussed. Monitor and report on progress across the School to the Deputy Executive Dean.• Coach senior academic staff to lead, manage, develop their teams and support a culture that motivates others to be innovative and outcome-focussed.• Encourage, constructively challenge, and support the School teams.• Manage and implement change within the school in order to improve staff and student experiences.• Implement the Faculty academic policy, processes and systems.• Ensure that School/Faculty policy and processes are delivered in an efficient manner, aligned to the University, and building on opportunities for collaboration across the Faculty.• Implement and monitor the people strategy for the school in line with Faculty and university principles of equality, diversity and inclusivity, encouraging a culture of self-awareness and continual improvement, ensuring participation in 360 leadership feedback.• Ensure the School develops and retains diverse, high quality academic staff.• Manage the workforce model in line with University principles. Planning and ensuring employment renewals meet the Faculty requirements and are legally compliant.• Promote the internal and external profile of the School and its subject areas, engage in national and international partnerships.



Professorial Person Specification Criteria:	Typically evidenced by:
Qualifications	
1. A PhD in a relevant subject area or a degree and relevant professional experience or qualification	<i>PhD, Professional Doctorate, Chartered membership of professional body, Medical registration etc.</i>
2. Recognised teaching qualification that would lead to Fellowship of the Higher Education Academy (HEA) or a commitment to achieve this	<i>Fellowship of HEA or equivalent, other recognised teaching qualification, or a commitment to work towards Fellowship of the Higher Education Academy (HEA) or equivalent.</i>
Research	
3. Contribution to the generation of knowledge.	<i>Demonstrable contributions to the generation of knowledge and ideas, how these have been communicated and any funding or awards that recognise this activity.</i>
4. Contribution to the development of individuals.	<i>Highlighting how expertise has been provided to teams, individual researchers and staff within the R&I ecosystem to support their advancement.</i>
5. Contribution to the wider research and innovation community.	<i>Progressing the R&I community through activities across disciplines, institutions and/or countries.</i>
6. Contribution to broader society.	<i>Exchanging knowledge with relevant stakeholders and with demonstrable impact.</i>
Education	
7. Knowledge and Professional Values.	<i>Engagement in continuing professional development and its application to the enhancement of educational practice and your trajectory as an educator.</i>
8. Curriculum development and learning environment.	<i>Activities leading to demonstrable enhancements to curriculum, improvements to the learning environment or creating activities that develop individuals and diverse groups of learners.</i>
9. Learner support, community and impact.	<i>Examples of enhancements to learner support, developing learner communities and which improve student belonging with evidence of impact.</i>
10. Influence on wider academic/learner communities.	<i>Evidence of positive influence on colleagues and the wider academic community to improve the educational experience of students.</i>
Innovation, Engagement & Enterprise	
11. Outcomes & impact.	<i>Delivering demonstrable outcomes and impact adding value through ideation and/or translation of ideas, methods, products, services or solutions for example to business, government, health and wellbeing, the environment, society, cultural life internally and externally.</i>
12. Projects & Activities.	<i>Designing, planning, managing and successfully delivering project activities, including securing required internal and external resources from sponsors to underpin projects and the activities.</i>
13. Communication & Partnerships.	<i>Delivering and engaging in internal and external productive/purposeful communication. Identifying and developing meaningful partnerships with external stakeholders.</i>
Collegiality, Leadership, Management & Service	



14. Collegiality/Service.	<i>Provide reflective examples of how you have demonstrated sustained citizenship and represented your discipline (or beyond) and thereby contributed consistently.</i>
15. Developing, Mentoring & Managing Others.	<i>Taking responsibility for the management and development of a diverse range of colleagues, involving representation of a portfolio or subject area.</i>
16. Leading in the University.	<i>Participation and leadership internal to the University that may be around a particular portfolio or responsibility for whole areas of activity.</i>

Head of School Person Specification

Leadership

- Strong and credible senior leadership experience in an academic role or comparable role in a complex organisation
- Ability to think broadly, analytically and strategically
- Demonstrable experience of leading and/or contributing to the development of strategies for growth in HE
- Strong evidence of leading, motivating, developing trust and respect
- Successful record of achieving results through accountable and outcome-focused teams
- Evidence of having a successful people strategy and its management
- Demonstrable evidence of delivering projects, initiatives and activities within budget and on time
- A commitment to the University Strategy, objectives and leadership values
- Demonstrable evidence of building and creating cultures that encourage innovation, integrity and team work

Qualifications & Experience

- An established reputation as a scholar with a substantial record of achievement covering teaching, research, innovation and/or professional practice in a discipline appropriate to the School
- Strong track record of being a strong influencer, both internally and externally
- Hold excellent knowledge and understanding of the HE sector, the issues and demands facing the Faculty nationally
- Evidence of engaging with a range of internal and external stakeholders, to identify problems and appropriate solutions
- Evidence of strategic and operational management, within a complex organisation
- Excellent project management and implementation skills, and the ability to use innovation and creativity to solve complex problems
- Change Management experience

Knowledge & Skills

- Excellent interpersonal and persuasive communication skills; ability to communicate complex information to a variety of audiences
- Strong evidence of using encouragement and negotiating skills to effect change
- Evidence of being a good team-player, providing inspiration and motivation to others • Strong ability to listen effectively, demonstrating understanding and empathy
- Professional credibility, integrity, strength of character
- Understanding of the complexity and diversity of the University and ability to adapt
- Initiative, good judgement, analytical and decision-making skills

Welsh Language

Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.



For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

