

Professional Lead in Occupational Therapy

Grade 10



Job Description and Person Specification

Job Title:	Professional Lead in Occupational Therapy
Grade:	10
Vacancy Reference:	
Faculty / Directorate:	Faculty of Health Studies
Service / Department:	School of Allied Health Professions and Midwifery
Reports to:	Faculty Dean via Head of School
Responsible for:	Strategic leadership and management of the Occupational Therapy
Special Requirements:	Professional registration (HCPC)

Main Purpose

- To provide professional strategic leadership that engages with contemporary pedagogical and professional Occupational Therapy practice underpinned by Athena Swan principles at Undergraduate and post graduate provision.
- Provide support to the Head of School and Associate Deans in the fulfilment of the University, Faculty and School strategies of, Research & Innovation Strategy and Learning, Teaching & Student Experience, Equality, Diversity and inclusion
- To make a scholarly contribution to research, teaching and knowledge exchange relevant to the University strategy and the sub-strategies
- To disseminate knowledge through teaching students from diverse entry pathways and contribute to the teaching and supervision requirements of the Faculty.
- To develop and maintain an external profile and collaborative engagement within and outside the University to develop new opportunities for programmes, placements and business development.
- To provide line management to staff, deputising for the Head of School as required
- To develop and maintain a research profile and support the co-creation of knowledge through fundamental and applied research with the aim of enhancing research opportunities and contributing to a positive student experience. with publications in high quality and impactful professional publications.
- To keep up to date with developments in subject area, developing relevant skills and keep abreast of University and sector wide policies, procedures, and regulations.

Main Duties and Responsibilities

Research

1. Develop your research profile and undertake multi-disciplinary, high profile research contributing to the Faculty's Research Centres to ensure a vibrant research environment.
2. Disseminate and communicate scholarship research including conference papers and refereed publications or book chapters including publication of high quality outputs
3. Contribute as a co-supervisor and/or supervisor for Post Graduate Research and/or Taught Masters students
4. Generate or contribute to the generation of grant and contract income to support the University's research and impact bidding for internal and/or external research funds.
5. Engage with public policymakers, charities, commerce and industry to shape and inform the research landscape.
6. Contribute to the Faculty's Research Centre's reputation and Impact Case Studies.
7. Provide a stimulating and inclusive research environment to support the successful graduation of doctoral students.
8. Contribute as an Independent Chair and internal and/or external examiner.
9. Build and sustain regional, national and international networks and partnerships to support the University's research and impact.

Teaching

10. Lead the enhancement of and innovation in programmes, assessment and feedback including distance /blended learning.
11. Generate or contribute to the generation of grant and contract income to support the University's teaching excellence and impact bidding for internal and/or external education funds.
12. Facilitate the design and development of an inclusive, accessible and research-led teaching curriculum and supportive learning activities in conjunction with the programme lead.
13. Ensure curriculum design and/or delivery incorporates relevant technology enhanced learning appropriate to the subject discipline.
14. Plan, deliver and assess innovative, engaging, and challenging teaching activities which provide a distinctive and exceptional student experience.
15. Evaluate modules and programmes and manage projects at undergraduate and postgraduate levels.

16. Lead contributions to accreditation standards as required including compliance activities or membership of re-accreditation groups.
17. Utilise appropriate assessment methods and approaches and provide quality, personalised and timely feedback.
18. Identify, promote, administer and growth in placement activities through external networks and relationships.
19. Work collaboratively with colleagues to ensure high levels of student satisfaction and quality outcomes.
20. Undertake the role of Personal Academic Tutor (PAT) in accordance with the University's PAT role descriptor.

Knowledge Exchange and Business & Community Engagement

21. Involvement in the development and delivery of executive education, CPD or training and development to business/community groups or other professional bodies.
22. Work with the Faculty Management Team to respond to contractual bidding calls for education income
23. Play a significant role in supporting submissions to accreditation bodies as required, including demonstration of compliance standards and co-ordination of re-accreditation groups.

Generic

24. Undertake an appropriate management role within the School and Faculty, as required
25. Lead or make a significant contribution to Widening Participation or public engagement activities within the Faculty, wider University, or local community.
26. Keep up to date with developments in subject area, developing relevant skills and keep abreast of University and sector wide policies, procedures, and regulations.
27. Maintain appropriate professional accreditation(s) including updating professional practice and personal development needs relevant to the Faculty and/or University.
28. Meet PDR objectives and maintain a personal development plan utilising the Performance Development Review Scheme.
29. Contribute to the working life of the Faculty and University and wider academic community including, graduation, open days, applicant experience days, clearing and the staff recruitment and selection process.
30. Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources, and making savings.
31. Contribute to student recruitment (nationally and internationally) including conversion, clearing activities and induction.

32. Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards.
33. Provide coaching and mentoring for colleagues including those in their probation and transitioning to new roles.
34. Provide leadership and management for a designated team.
35. Demonstrate commitment to integrating and embedding equality, diversity and inclusion into core research and teaching practices to support the EDI Strategy.

University of Bradford

Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

Information Governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Criminal Record Disclosures and Working with Vulnerable Groups

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

University Policies and Procedures

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

Post Specification

Professional Lead

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An HCP registered Occupational Therapist • Honours degree (or equivalent in a relevant subject area) • Master's degree (or equivalent in a relevant subject area) <p>A level of English equivalent to level C1 on the Common European Framework of Reference (CEFR)</p>	<ul style="list-style-type: none"> • PhD or currently undertaking a PhD • Member of HEA/AdvanceHE or commitment to achieving appropriate level of membership (desirable criteria)
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • Experience of teaching and facilitating / supporting learning in Occupational Therapy with relevance for undergraduate, and postgraduate taught provision leading to successful student outcomes. • Experience of working with the HCPC and being responsible for quality assurance • Experience of working strategically, planning and influencing change. • Experience of working with Statutory Regulatory and Professional Bodies • Experience of contributing to effective programme delivery including evaluation at undergraduate and postgraduate levels. • Experience of innovative curriculum design, development, and delivery • Evidence of designing and implementing approaches to assessment that inspire and 	<ul style="list-style-type: none"> • Ability to think strategically and contribute to the discipline, School and Faculty's development, including the contribution of business cases to progress initiatives of strategic importance to the University. • Ability to lead innovative curriculum design, development and delivery at both undergraduate and postgraduate levels. • Ability to lead and manage research projects on time and to budget. • Actively represent the Faculty and University in a positive manner and identify and exploit opportunities to enhance its reputation. • Evidence of effective interpersonal skills • Ability to manage an administrative workload managing own time to achieve strict and often conflicting deadlines.

	Essential	Desirable
	<p>engage students, promote learning and enhance self-regulation.</p> <ul style="list-style-type: none"> • Evidence of incorporating contemporary technologies to enhance learning and optimise attainment for all students. • Evidence of supporting work based learning and promoting/supporting entrepreneurialism • Evidence of programme leadership and enhancement, or contribution to large core modules • Experience of managing a wide range of student pedagogical and welfare issues, (including personal tutoring) • Evidence of relevant research expertise /teaching excellence in your discipline with a record of high quality, publications in peer reviewed journals and/or conference delivery • Track record of effective research / education project supervision at undergraduate and/or postgraduate level • Evidence of external visibility at regional, national and international level e.g. significant role at conferences, serving on peer assessment panels, appointment as external examiner, professional associations or visitor for regulatory bodies undertaking validation across HEI's • Experience of leading, managing and motivating a diverse academic team including managing change, performance, setting challenging targets and monitoring achievement. • Evidence of exercising leadership in teaching / research and to play an active role in matters 	<ul style="list-style-type: none"> • Supervision of post graduate Taught or Doctoral students • Knowledge and understanding of current educational theory and practice. • Knowledge of TEF, REF and KEF Frameworks • Experience of participating in or leading as Co or Principal Investigator the application of external research / education funding. • Evidence of contributing to the development of early career researchers • Experience of adapting programmes to recruit and support students from international backgrounds • Experience of working with international stakeholders • Knowledge and experience of International Visa requirements • Experience of undertaking risk assessments • Ability to work with current and new technologies to enable and develop technology enhanced learning and programme provision

	Essential	Desirable
	<p>relating to teaching quality assurance, subject review and accreditation.</p> <ul style="list-style-type: none"> • Evidence of resolving complex education and/or research related problems, using initiative and creativity whilst ensuring compliance with appropriate regulations and policies 	
Personal and professional attributes	<ul style="list-style-type: none"> • High level of interpersonal and team working skills • Entrepreneurial and strategic thinker • Commitment to and enthusiasm for quality teaching, research and business development • Ability to meet varying and conflicting deadlines. • An ability to motivate others. • A commitment to the University's values with a key focus on Equality, Diversity and Inclusion • Innovative and solution focussed when managing challenges and engaging with change. • Flexibility in responding to the needs of the programme, School, Faculty and University • Willingness to travel on University business, attend external meetings and act as an ambassador for the University. • Willingness to undergo enhanced DBS check. 	

	Essential	Desirable
	<ul style="list-style-type: none">• Support academic freedom and respecting the right to express diverse points of view.• Providing equal opportunities for all staff and students to achieve their full potential.• Applying the best ethical standards in everything• Valuing and engaging with continuous professional development for oneself and team members.	