

Head of School of Nursing and Healthcare Leadership

Faculty of Health Studies





Job Description and Person Specification

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| Job Title: | Head of School of Nursing and Healthcare Leadership |
| Grade: | 11 |
| Vacancy Reference: | - |
| Faculty / Directorate: | Faculty of Health Studies |
| Service / Department: | - |
| Location: | University of Bradford City Campus |
| Reports to: | Dean of Health Studies |

# Main Purpose

The Head of School will:

* provide strategic leadership and management to the School of Nursing and Healthcare Leadership, acting as an ambassador and champion for the School across the wider University and externally, and leading on the School’s contribution to the University’s strategic objectives of excellence, innovation, inclusion and trust.
* be responsible for the quality of the academic provision, pastoral care, welfare and development of staff and students. Ensure that statutory responsibilities are met including, regulatory and professional body accreditation, and ethical standards, external assessments, planning and organisation of curricula, and management of budgets.
* contribute significantly to the Faculty’s Management Team, identifying and leading on priorities; and ensuring that governance, structures, processes, and resources are in place within the School and Faculty.
* assist the Dean in providing a full range of senior level activities required to effectively lead and manage the Faculty. The post holder will actively engage with the Associate Deans and other Heads of School and Centres to deliver the Faculty strategy.
* deputise for the Dean as necessary.

# Main Duties and Responsibilities

# *Leadership*

1. As a member of the Faculty Management Team, contribute to developing and leading the implementation and evaluation of the Faculty’s strategic plan.
2. Develop and lead on the implementation of a strategic plan for the School and provide strategic leadership that ensures the integration of EDI values in all aspects of business in alignment with professional regulatory/accreditation standards, Faculty and University strategy.
3. Lead and inspire staff from wide ranging professional backgrounds and priorities to work holistically and collaboratively towards the achievement of School, Faculty and University objectives including the implementation of the workload model and the effective deployment of School resources.
4. Take strategic leadership and responsibility for establishing, maintaining and exploiting effective working relationships with key stakeholders including the NHS, private, independent, voluntary and social care sectors.
5. Lead the development of School improvement strategies and target resources to priority areas as informed by key University Performance Indicators (KPI’s) and professional and regulatory bodies.
6. Hold full responsibility for the School's budget and be accountable for all financial decision making.
7. Lead School and Faculty recruitment strategies that lead to high quality experiences for applicants and visitors at all recruitment events and lead to high conversion rates.
8. Lead the identification and establishment of new business opportunities and partnerships; fostering business relationships to the benefit of the School and Faculty.
9. Lead relevant Faculty themes that contribute towards the ambitions of the Faculty and University in pursuing equality charter marks such as Athena SWAN and other appropriate aspirations or standards that enhance the University’s strategy of promoting equality and diversity.
10. In collaboration with the Faculty Management Team, develop a culture of embedded equality, diversity and inclusivity.
11. In collaboration with the Associate Deans, inform and lead the development of mechanisms within the School to implement University-wide strategies and policies for enhancing learning, teaching, assessments, employability, research and knowledge exchange.
12. Represent the Faculty internally and externally, deliver on actions, and chair appropriate Faculty and University committees.

# *Learning & Teaching*

1. Provide leadership for the development of distinct and innovative programmes of study, which are internationally renowned and provide outstanding student experience.
2. Be responsible for the development, delivery and quality assurance of teaching and learning in accordance with University policy, procedures and regulations, including re-accreditation of all programmes aligned with professional bodies.
3. Lead and develop School teams to work with students and their representatives to build and facilitate enhanced student engagement and a distinctive student community.
4. Develop and lead the implementation of School plans that support the enhancement of Teaching Excellence Framework outcomes and promote an environment that values excellence in teaching.
5. Ensure the highest ethical standards are maintained by staff and students.
6. Enable School teams to respond effectively and learn from complaints, appeals and fitness to study/practice concerns.

# *Research & Knowledge Transfer*

1. Establish, promote, and sustain a research strategy for the School, ensuring that there is an environment that openly fosters and promotes a culture of research.
2. Identify and develop new areas of business and knowledge exchange in collaboration with Faculty, University and external colleagues.
3. Ensure that excellent research and consultancy is embedded within the full academic offer to provide distinctiveness and competitive advantage within the academic provision.
4. Proactively work with the Directors/Leads of Research Centres and clusters to develop pathways through distinctive student and service user engagement and/or research and knowledge exchange with our stakeholder community for positive impact.
5. Lead and support staff running strategically important on and off site business operations as part of the School and Faculty portfolio.
6. Work with the Faculty Management Team, Leads of research clusters, and other key academics across the Faculty, to identify and evaluate opportunities for effective international partnerships that support and enhance the Faculty’s strategic outcomes.
7. Lead, engage and coordinate the development of sustainable networks with the objective to develop research and teaching opportunities that contribute to the distinctiveness of the Faculty.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by the Dean, which do not change the general character of the job or the level of responsibility entailed.

# 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 policies 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

#### Dean of Faculty

|  | **Essential** | **Desirable** |
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| Qualifications | * Honours degree (or equivalent) in a relevant subject area with higher degree in an appropriate area OR honours degree in an unrelated subject with a higher degree and / or professional qualification in an appropriate area * A PhD or equivalent in an appropriate subject to the Faculty’s academic profile or relevant experience or working towards a PhD/Doctorate. A registered health/social care professional * A level of English equivalent to level C1 on the Common European Framework of Reference (CEFR) | * Management/Leadership Qualification |
| **Experience, Skills and Knowledge** | * Proven record of academic achievement, with evidence of performance improvements at subject, department or School level. * A proven track record in developing, leading and implementing strategies. * Experience of academic and administrative leadership and management at senior level. Relevant staff management experience, including staff development and performance management * Management/administrative skills relevant to leading academic and professional collaborative teaching/research programmes. * Ability to promote the aims of the School to the academic community, national and international funding bodies and relevant organisations. * Leadership experience in teaching and learning through running academic programmes and experience of curriculum design and development. * Experience of successfully leading a team of staff and of mentoring more junior colleagues. * Knowledge of institutional KPI's and methods of improvements * Experience of developing business cases and/or plans and implementing and monitoring through to achievement. * Knowledge of UK university teaching, research administration and funding. * Understanding/awareness of the importance to Universities of international collaborations and underlying QA * Budget responsibility. * Oversight of the NSS, PTES, PRES, DHLE etc. * Prepared to undertake national and international travel to represent the Faculty * Represent and promote the interests of the University nationally and internationally * Experience in selection, recruitment and admissions processes | * A personal track record in research or practice, preferably with extensive external engagement and history of developing income streams through research and/or partnerships. * Experience as a Quality Audit/Panel/Periodic Review Committee/NMC Registrant Visitor member in other institutions * Membership of relevant national groups/committees * Research active with a track record of publishing in leading journals * Experience of growing healthcare provision and student numbers |
| **Personal Attributes & Qualities** | * Commitment to embedding equality, diversity and inclusion in all areas of School and Faculty business * Excellent interpersonal and networking skills * Ability to lead, motivate and manage academic groups * Ability to persuade, influence and motivate a range of stakeholders * Results-driven orientation, with a dedication to achieving targets and goals * Willingness to participate in appropriate administrative processes and governance structures * Excellent communicator and good interpersonal skills * Flexible and receptive to change |  |