

**University of
Northampton**

**Head of Subject: Nursing
Job Description**

UoN

Job Title: Head of Subject: Nursing

Grade: 9

Responsible to: Dean

Overall Purpose

The Head of Subject leads the strategic development and operational management of the nursing subject area. This includes oversight of the programme offer, the student experience and the effectiveness of the staff team. The Head of Subject is critical to the academic success, positive experience and graduate outcomes of their students, and to the engagement, wellbeing and careers of subject team members. They are a member of the Faculty's Executive Leadership Team. A Head of Subject will combine effective leadership and management with academic credibility and authority. They will contribute to teaching, research and/or enterprise activity in the Subject, as agreed with the Dean.

Duties and Responsibilities

1. Lead the development of the Subject's academic portfolio, review the enhancement of existing provision in accordance with the Faculty business plan and the University strategy.
2. Ensure strong student recruitment practices in the Subject, including working closely with Marketing and Admissions, and ensuring open days and discovery days are appropriately supported.
3. Ensure a positive student experience and success in the Subject through leadership, delegation and oversight of teaching, student support and employability and changemaker activities.
4. Ensure quality assurance activities in relation to the Subject area, including appointment of external examiners, and review and monitoring activities, are undertaken appropriately.
5. Staff leadership and management, including academic colleagues, Associate Lecturers and technicians, and supporting any Deputy Heads of Subject in their line management responsibilities.
6. To have responsibility for aspects of the Subject's budget delegated by the Dean, and work in collaboration with the Faculty Manager and Faculty Accountant to manage the budget effectively and efficiently.
7. To liaise with linked relevant external agencies and professional, statutory and regulatory bodies.

8. To support the University and Faculty activities as commensurate with the role, including participation in Faculty and institutional committees and working groups, including in a leadership capacity, as appropriate.
9. To teach, research and/or contribute to enterprise activity in the Subject, as agreed with the Dean.
10. To develop self and maintain currency in areas relevant to subject, including digital skills and EDI.
11. The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Dean and Deputy or Associate Dean.

Remission from teaching

Remission from teaching for Heads of Subject is at the discretion of the Dean and in consultation with the postholder.

Core People Management Duties & Responsibilities

- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis.
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues.
- Monitor and approve development opportunities to meet changing needs of the University and personal development.
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two-way communication including team meetings and 1-2-1's.
- Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings.
- Plan resources (human and capital) to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing.
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University.
- Undertake investigations and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures.

- Work collegially and supportively with other members of the Faculty, contributing to key decisions affecting students, staff in strategic and operational matters.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

| Criteria | Essential / Desirable | Assessment Methods |
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Qualifications

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| 1 | Level 7 qualification or equivalent professional experience as an NMC registered Nurse | Essential | Application |
| 2 | A Doctoral qualification related to the Subject Area | Desirable | Application |
| 3 | Professional Recognition as HEA Fellow (D3) and teaching qualification recognised by HESA | Desirable | Application Interview |
| 4 | Nursing and Midwifery Council registered Nurse | Essential | Application |

Skills, Knowledge and Experience

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| 5 | An expert knowledge and understanding of the Subject's policy, practice and procedures in the UK | Essential | Application Interview Presentation |
| 6 | An ability and commitment to contribute to teaching, research and/or enterprise activity in the Subject | Essential | Application Interview Presentation |
| 7 | Successful experience of leading, managing and motivating teams | Desirable | Application Interview |
| 8 | Previous successful experience in an academic or professional leadership and management role | Desirable | Application Interview |
| 9 | Evidence of effective strategic and financial planning and implementation | Desirable | Application Interview |
| 10 | Experience of HE level QA responsibilities (e.g. external examining, validation panels, review bodies) | Desirable | Application Interview |
| 11 | Ability to work effectively in a team and independently | Essential | Application Interview |
| 12 | Ability and willingness to follow organisational policies and procedures | Essential | Application Interview |
| 13 | Excellent communication skills both written and oral | Essential | Application Interview Presentation |

Personal Qualities

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|----|---|-----------|------------------------|
| 14 | Committed to social justice and innovation | Essential | Application Interview |
| 15 | The ability to work under pressure and balance deadlines | Essential | Application Interview |
| 16 | Committed to equal opportunities, diversity and inclusion | Essential | Interview Presentation |