

**University of
Northampton**

**Head of School – Nursing and
Midwifery**
Job Description



Job Title: Head of School – Nursing and Midwifery

Grade: 9

Responsible to: Deputy Dean of the Faculty of Health, Sport and Behavioural Sciences

Overall Purpose

The Head of School provides academic leadership in their school providing strategic direction and the operational management of their school. This includes oversight of the programme offer, the student experience, the effectiveness of the Staff team and the outputs in research and knowledge exchange. The Head of School plays a crucial role in the academic success, positive experience and graduate outcomes of their students, and to the engagement, well-being and careers of the School's team members. Heads of School are members of the faculty's senior leadership team and Faculty Executive Committee. The Head of School will combine effective leadership and management with academic credibility and authority. They will contribute to teaching, research and or knowledge exchange in the school or wider Faculty, as agreed with the Deputy Dean/Dean.

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 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

Principal Duties and Responsibilities

- Work with the faculty Deanery to deliver the Faculty Business Plan and the University's Strategic plan and to exercise joint responsibility for their successful delivery
- Provide academic leadership and direction for the school ensuring the school maintains the highest possible standards in learning and teaching, research and knowledge exchange and that the school meets University KPIs in those areas
- Staff leadership and management, including academic colleagues, Associate Lecturers and technicians, and supporting any Deputy Heads of School in their line management responsibilities
- Engage in all relevant HR processes including development and performance reviews, managing poor performance, staff recruitment, complaints and grievances
- Foster a culture of excellence, co-operation and respect, driving a commitment to equality, diversity and inclusion for all students and staff both within and beyond the school
- Lead the development of the school's academic portfolio and undertake in liaison with the faculty deanery annual reviews of the existing provision in accordance with the Faculty Business Plan and the University Strategy
- Ensure effective student recruitment practices in the school, working with Marketing and Student Recruitment to ensure that open days, discovery days and other marketing activities are appropriately supported
- Ensure successful progression, continuation and completion of students on the school's programmes in line with University KPIs
- Ensure a positive student experience and success in the school through leadership, delegation and oversight of teaching, student support and employability activities
- Ensure quality assurance activities in relation to the school, including but not limited to appointment of external examiners, and review and monitoring activities, are undertaken appropriately
- To liaise with linked relevant external agencies and professional, statutory and regulatory bodies in order to maintain and develop appropriate standards in line with PSRB requirements and to personally hold, where required under the PSRB the relevant registration
- Manage the school budget as delegated by the Deputy Dean/Dean and work with the Faculty Manager and Faculty Accountant to utilise that budget effectively and efficiently
- To support the University and Faculty activities as commensurate with the role, including participation in Faculty and institutional committees and working groups, as appropriate
- Represent the Faculty in the wider University and externally
- To teach, research and/or contribute to enterprise activity in the school or wider Faculty, as agreed with the Deputy Dean/Dean

Generic Duties and Responsibilities

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Dean or Deputy Dean
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

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

1	Level 7 qualification or equivalent professional qualification or experience, aligning with subjects in the School or Faculty	Essential	Application
2	A Doctoral qualification	Desirable	Application
3	Registration with the relevant Regulator (NMC)	Essential	Application
4	Professional Recognition as HEA Fellow (D2) or teaching qualification recognised by HESA	Desirable	Application

Skills, Knowledge and Experience

5	Expertise in research, knowledge exchange or teaching which aligns with the subjects in the School	Essential	Application Interview Presentation
6	Successful experience of leading, managing and motivating teams	Essential	Application Interview Presentation
7	Previous successful experience in an academic or professional leadership and management position	Essential	Application Interview Presentation
8	Ability to actively build high performing teams and effective work relationships within the School and across the University	Essential	Application Interview Presentation
9	Ability to work collaboratively and develop positive relationships with a range of senior stakeholders, both inside and outside the organization	Essential	Application Interview Presentation
10	Evidence of effectively managing change	Desirable	Application Interview Presentation
11	Evidence of effective strategic and financial planning and implementation	Essential	Application Interview Presentation

12	Experience of HE level QA responsibilities (e.g. external examining, validation panels, review bodies)	Desirable	Application Interview
13	Excellent communication skills both written and oral	Essential	Application Interview Presentation
14	Media Literacy – Critically read and produce academic and professional communications creatively in a range of media	Desirable	Application Interview Presentation
15	Communication and collaboration – Participate in digital networks for learning and research	Desirable	Application Interview Presentation
16	Career and identity management – Manage digital reputation and online identity	Essential	Application Interview Presentation
17	ICT Literate – Adopt adapt and use digital devices, applications and services	Essential	Application Interview Presentation
18	Digital scholarship – Participate in emerging academic, professional and research practices that depend on digital systems	Desirable	Application Interview Presentation
19	Demonstrate an understanding of HR policies and procedures	Essential	Application Interview Presentation
20	Ability to identify and undertake vital conversations appropriately	Essential	Application Interview Presentation
21	Ability to delegate appropriately	Essential	Application Interview Presentation

Personal Qualities

22	Ability to work effectively in a team and independently	Essential	Application Interview Presentation
23	Ability to work under pressure and successfully meet deadlines	Essential	Application Interview Presentation
24	Consultative and able to influence and work collaboratively, with emotional intelligence and an ability to relate to a wide range of people	Essential	Application Interview Presentation

25	Committed to equal opportunities, diversity and inclusion	Essential	Application Interview Presentation
26	Ability to adapt to organisational change	Essential	Application Interview Presentation
27	Ability to adapt to technological advances in teaching	Essential	Application Interview Presentation
28	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview