


**Vac Ref 5630**

**FACULTY OF HEALTH, INNOVATION, TECHNOLOGY AND SCIENCE**
**JOB DESCRIPTION**

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| **Title:** | Director, School of Nursing, Public and Allied Health |
| **Department:** | School of Nursing, Public and Allied Health |
| **Salary:** | Competitive |
| **Hours:** | Full Time |
| **Contract Length:** | Permanent |
| **Reporting to:** | Pro-Vice-Chancellor, Faculty of Health, Innovation, Technology and Science |
| **Location:** | City Campus although staff may be asked to work in any location within the University. |
| **Introduction:** | The post of School Director is a senior management role within the university and a key role in the Faculty of Health, Innovation, Technology and Science (HITS). The appointed person will have overall responsibility for the operational management of the School of Nursing, Public and Allied Health. Critically, the successful candidate will have an evidenced ability to lead change and deliver improved performance, culture and financial recruitment outcomes, providing leadership at Subject, School and Faculty level.<br><br>You will report to the Pro-Vice-Chancellor (HITS) and will be a member of the University Leadership Team (ULT). The appointed person will be responsible for the School of Nursing, Public and Allied Health and leading it through a period of improvement. Within Nursing and Advanced Practice's portfolio is undergraduate and postgraduate Nursing – Adult, Child and Mental Health, Nurse Associates, including Degree Apprenticeships, as well as a robust and buoyant programme of CPD and Advanced Practice. The school leads two National Programmes in Bowel Cancer Screening and Clinical Endoscopy. Public and Allied Health comprises of programmes, in midwifery, paramedicine, health and social care, social work and public health with a thriving public health research environment.<br><br>The education provision for health professionals at LJMU is situated in a regional partnership across Cheshire and Merseyside and the Director of School plays a key role with NHS providers and other major stakeholders. The School Director will be a key participant in the Northwest and National Council of Deans for Health (CoDH).<br><br>The research culture is developing in most areas and world class in public health and cardiovascular science amongst others with a successful REF2021 submission and preparation for REF2029 |

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| | under way. Further developments in this area include joint professorial appointments in the NHS and other bodies and a focus on clinical academic careers. The Director of School will be responsible for further developing the research environment and must have a demonstrable track record in this area.<br><br>LJMU and the Faculty of Health, Innovation Technology and Science is a member of the Liverpool Health Partnership (LHP) and works actively with Liverpool City Council and the Combined Authority to address health and social care inequalities in Liverpool and the region. |

**Academic Leadership**

- The ongoing development and management of the programme portfolio at undergraduate and postgraduate levels working with relevant Commissioners and driving forward growth and innovation.
- Accountable for all activity related to professional bodies requirements ensuring compliance through leadership and operational management.
- The enhancement of teaching quality and the promotion of innovative approaches to teaching and learning.
- The overseeing, monitoring and implementation of the assessment processes within the school, in consultation with academic staff and in compliance with the university's academic framework.
- Leading the development of the research portfolio in the school modelling and supporting research active behaviour and supporting the research culture.
- The promotion of high-quality research, scholarship and knowledge acquisition through practice, to ensure the vitality of the school's activities, and the enhancement of external reputation.
- The promotion of enterprise in the School and Faculty through appropriate income generation activities, including the knowledge-transfer and CPD agenda.
- Ability to work with a range of external agencies, including funding organisations, and position the school appropriately within the international, national and regional contexts.
- The promotion of internationalisation within the school across all of its activities.
- To ensure a creative, flexible simulation strategy with which to enhance the student experience and maximise placement capacity across a range of programmes.

**Management of Resources**

- The management of academic staffing resources allocated to the school and determined in consultation with the Faculty Pro - Vice – Chancellor with specific attention to robust Diversity and Inclusion objectives.
- The management of physical resources and equipment ensuring cost effectiveness, flexibility and integration of operation.
- To ensure that timetabling is organised and implemented in a timely and effective manner in consultation with the University Timetabling Co-ordinator.
- The management of budgets devolved to the School by the Pro – Vice - Chancellor, including operation of budget control, monitoring and planning within the faculty.

**Operational Management**

- Overall management of the school's academic staff, including the operation of staff review, performance management and development schemes and the prompt, fair handling of performance and conduct matters in partnership with HR.
- Ensuring that effective and efficient procedures are in place for marketing, recruitment (home and international), induction, timetabling, teaching and assessment relating to the School's Academic Programmes and modules in line with overall faculty and university requirements.
- Chairing the School's Management Team (SMT), and ensuring that the school's decision-making structures work effectively, within the context of the faculty and wider university.
- Facilitating effective communication at all levels within the school and ensuring the communication of information between the school, faculty and university.
- Ensuring the effective operation of academic quality assurance procedures in the school, in partnership with the Associate Academic Registrar.
- Applying within the school all agreed corporate policies and procedures in partnership with the Faculty Business Manager and other policy owners.
- Build and sustain a stable, high-performing School Leadership Team (SLT).

**Enterprise, Income Generation and External Engagement**

- Identifying, promoting and delivering in line with corporate protocols, and the universities values and ethical position, an increased and sustainable income from engagement in commercial enterprise.
- To identify and grow development funding sources for the school in line with the University's Strategic Framework.
- The engagement in outreach activities of a largely not-for-profit nature that positions the school as a significant player within the local and regional communities.
- Oversee the School's NHS contracts, tenders and funding agreements, including workforce education procurement and the NHS Education Funding Agreement 2027-2030.

**Strategic Planning**

- Contribute to the delivery of the University Strategy 2030.
- Monitoring recruitment and levels of interest in course provision so that the portfolio remains relevant and attractive, including international recruitment.
- Promote appropriate curriculum development at a range of levels.
- Set strategic direction and lead, and role model an embedded culture of Research and Scholarship.

**Risk Management**

- Liaising with the Business Manager, identify risks/issues within the school and ensure these are recorded and maintained in the faculty risk register.
- To be proactive in managing risk both reputational and financial.
- Ensure the school is fully prepared for NMC, HCPC and SWE monitoring and approvals, and respond to regulatory requirements within agreed timescales.
- Recognise the dynamic and volatile nature of the external environment, changes and budgetary issues in the NHS, changes to workforce plans and or regulatory changes.

- To ensure senior colleagues (PVC, VC) are fully appraised of external environment issues impacting the school and or university.

**University Role**

- Contributing to the development of academic policy in the university through appropriate fora, including the University Leadership Team (ULT) and Faculty Management Team (FMT).
- Representing the interests of the school and university externally as appropriate.
- Aligning the school with external organisations and agencies to obtain maximum benefit for students, the school and university.
- University duties such as chairing of panels and hearings, committee membership, etc.

**Academic Subject Input**

- Additionally, the post-holder will be expected to make a continued input into a relevant subject area within the school, including research and scholarship.
- Any other duties commensurate with the post.

**Values and Regulations**

- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management and Sustainability Policy and the Climate Change Action Plan.

| Person Specification | |
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| The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant. | |
| **Essential Factors** | **Evidence** |
| Professorship/Doctorate | A |
| Appropriate nursing, midwifery, public health or allied health professional qualification/s with registered practitioner status/registration | A, I |
| Ability to provide inspired academic leadership to a range of academic and non-academic colleagues | A, I |
| Experience of academic leadership at an appropriate level and in a discipline relevant to the school | A, I |
| Commitment to a transparent, collegiate and decisive approach to leadership | A, I |
| Ability to lead and motivate a diverse group of highly qualified professional staff and to create an effective team | A, I, P |
| Ability to make a significant contribution to the Faculty Management Team (FMT) and the University Leadership Team (ULT) | A, I |
| Extensive knowledge and experience of working in, and with health/education commissioners, funding agencies and professional bodies | A, I |
| Experience of working on professional advisory and academic bodies and/or agencies relevant to the school and building regional and international relationships and partnerships | A, I |
| Experience of working with external bodies at a national and international level | A, I |
| Proven experience in responding to the demands of the external environment | A, I, P |
| Exceptional interpersonal skills in communication, negotiation and presentation – both within and outside of the university | A, I, P |
| Demonstrable experience of working at a strategic and operational level within a Higher Education Institution | A, I |
| Experience of leading interdisciplinary projects/teams which cross disciplinary boundaries | A, I |
| Experience in the teaching, development, review and delivery of HE courses and of ensuring and enhancing the quality of provision | A, I, P |
| Experience of developing a nationally and internationally relevant portfolio | A, I |
| Ability to promote research and knowledge transfer in the School, awareness of national research agendas and of relevant Research Councils and Bodies | A, I |
| Demonstrable track record of funded research | A, I |
| Experience of managing budgets effectively | A, I |
| Resilience, sound judgement and decisiveness under pressure | A, I |
| Track record of leading a School or equivalent unit through significant change, improving performance and culture | A, I |
| Confidence in handling difficult conversations and complex people-management issues; decisive and timely in decision-making | A, I, P |
| Excellent organisational skills with an ability to work under pressure and to tight deadlines | A, I |
| A commitment to the University Strategy and associated plans and an understanding of how these are manifested at faculty and school level | A, I |
| Ability to lead by example and to promote the university's mission statement and values | A, I |

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| | Commitment to LJMU's values and regulations, and diversity and inclusion policy | A, I |

A = Application I = Interview P = Presentation T = Test C = Certificate

## BENEFITS OF WORKING FOR US

**Financial benefits:** A competitive salary will be agreed with the preferred candidate.

The successful candidate will be eligible to join the Teachers' Pension Scheme (TPS)

**Work life balance:** Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

**Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

**Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.