

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Associate Head in Applied Health and Social Care EHT0117-0219

Reporting to Head of Applied Health and Social Care

Accountable to PVC and Dean of Faculty of Health and Social Care

Applied Health and Social Care (AHSC) provides a number of undergraduate and postgraduate programmes allied to Health and Social Care within the faculty. The programmes fall under four main themes, Nutrition and Health, Mental Health and Emotional Wellbeing, Health and Social Wellbeing and Leadership and Management. Typically, AHSC programmes address needs across the life span from childhood through to older adults, while retaining a focus upon health and social care. As such, students on an AHSC programme gain an understanding of the dimensional aspects of human development through the lens of health and social care and the contemporary policy and societal responses. A key feature of all AHSC programmes is the applied nature of study which in turn supports the development of our students' future employability.

AHSC is a vibrant and growing department with an evolving staff body, the majority of whom are research active. A number of staff already have strong research profiles, others are keen and encouraged to develop research within their own areas of expertise. This strategy supports the Faculty's developing research profile and internal and external collaborations are actively encouraged.

The Post

The post holder will work together with the Head of Applied Health and Social Care in leading the continued development of existing and new programmes, encouraging innovative teaching and learning and supporting students to achieve high levels of employability. To support this, you will utilise communication and people skills in furthering and inspiring both the department's and staffs' potential. You will enjoy a challenge and see the potential in creative curricula, research and innovation.

Key aspects of the role will be to line manage and support staff to deliver a positive student experience, meet their individual potential and progress their academic careers. Student recruitment, retention and progression are all priorities for the department and the postholder will play an active part in supporting all activity relating to these features. Other aspects of the role will include participating in the department's growing international activity and strengthening Alumni relationships. There will be opportunities to develop their own research profile through active engagement with the opportunities available within the university and faculty.

Duties and responsibilities

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required.

Corporate Responsibilities

The postholder will:

- a) Participate in Edge Hill University's decision-making process.
- b) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- c) Encourage, promote and actively engage in the generation of income including the provision of research and consultancy.
- d) Promote and implement Edge Hill University's equality and diversity policies.
- e) Participate in and accept responsibility for the management and development of the Department, Faculty and University.
- f) Promote and facilitate cross-institutional and interdisciplinary developments.
- g) Support Edge Hill University's further development and respond to the needs of a diverse student body.

Specific duties and responsibilities

The post-holder will be expected as and when required to:

- a) Engage fully as a member of the Department's Senior Management Team, contributing collaboratively to the strategic and operational management of the Department as a whole, ensuring alignment of the Departmental Action Plan to that of the Faculty and University's strategic plans.
- b) Consult and represent the views of staff within AHSC and communicate Departmental strategy and policy to relevant staff and ensure informed compliance.
- c) Undertake responsibilities as designated by the Head of AHSC, including the line management, performance review, probation and development of designated staff.
- d) Maintain effective overview of the day to day management of programmes within AHSC, including teaching, learning and assessment, student support and guidance and quality assurance and enhancement.
- e) Develop an AHSC engaged, supportive Alumni network, with the aim to enhance student experience.
- f) Lead and develop internal and external networks to promote international teaching and learning opportunities for students and staff in AHSC.

- g) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on all AHSC courses, through the review of all QA processes within AHSC, identifying trends and issues and supporting Programme Leaders and academic staff in developing appropriate action plans or enhancement opportunities.
- h) Represent the interests of Programme Leaders and academic team at the Department Programmes Board and support the Head of Department at Faculty Assessment and Progression Boards and on Faculty/ University Committees and Working Groups as required.
- i) Advise the Head of AHSC of the area's resource management including staffing resources, assisting the Head of AHSC in determining the future planning requirements of the Department.
- j) Support the HoD in leading the departmental research plan and lead staff in maximising their research performance, scholarly activity and knowledge transfer initiatives in accordance with the agreed Faculty Research Strategy.
- k) Promote the work of the AHSC department and University through the active participation in the recruitment, selection and induction of students.
- l) Undertake personal and collaborative research, including publications in peer reviewed journals and generation of research income, in line with the Faculty themes.

In addition to the above duties all staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety.
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate learning and development activities as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme.
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- f) Demonstrate excellent Customer Care in dealing with all customers.

Salary: Grade 11, Points 46-49
£53,174-58,089 per annum

Hours: Full Time

Candidates should note that they will be short-listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

It is important to note that the successful applicant will be required to undertake an *enhanced disclosure for you from the Disclosure and Barring Service* and that this will form part of the conditions of offer of employment.

PERSON SPECIFICATION

Associate Head in Applied Health and Social Care EHT0117-0219

CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning.	*		A
2	Higher qualifications relevant to the post, such as a Postgraduate degree, a professional qualification, or evidence of satisfactory progress towards such qualifications.	*		A
3	PhD or other research training.	*		A
Experience and Knowledge				
4	Successful experience of teaching, student support and guidance and quality enhancement in a relevant HE academic environment.	*		I/S/P
5	Effective leadership of teams and effective team membership.	*		I/S/T/P
6	Awareness of current policy and drivers relevant to AHSC academic area.	*		I/P
Teaching, Learning and Assessment				
7	An effective communications style and strong interpersonal skills in both individual and team settings.	*		I/P
8	Ability to develop, use and disseminate effective, flexible and innovative approaches to teaching, learning and assessment.	*		I/S
9	Ability to lead and innovate in the assurance and enhancement of academic quality and standards.	*		I/S/T/P
10	Ability to support the diverse academic and personal needs of individual students and to ensure the Faculty and Departmental standards are met and enhanced.	*		I/S

Scholarly activity and Research				
11	Ability to engage in innovation, knowledge construction, research and knowledge dissemination, in line with the Faculty Research and Innovation strategy, and with the ability to lead and motivate staff to likewise achieve objectives in this area.	*		I/S/P
Management and Administration				
12	Ability to lead teams through effective consultation, communication and delegation of responsibilities.	*		I/S/T/P
13	Ability to manage staff within AHSC and to undertake Performance review and other departmental responsibilities.	*		I/S/T/P
14	Ability to support the HoD in the effective strategic and operational management of the Department and to advise on resource needs and deployment.	*		I/S/T
Personal and Professional Development				
15	Ability to reflect on own skills and knowledge, and to seek opportunities to develop in the role.	*		I/S/T

***Method of Assessment (I-Interview, A-Application, T-Test, S-Supporting Statement, P-Presentation)**

Please note that applications will be assessed against the Person Specification using this criteria.