

**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.**

**Job Description for the post of:**

**Associate Dean, Research and Innovation, Faculty of Health, Social Care and Medicine  
EHM0041-0821**

**Reporting to:** Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine

**Accountable to:** Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine

**The Faculty of Health, Social Care and Medicine**

The Faculty of Health, Social Care and Medicine (FHSCM) is a major provider of health, social care and medical education. The Faculty is made up of three schools: The School of Nursing, Midwifery & Allied Health, The School of Applied Health & Social Care and Social Work, and The Medical School. It is a dynamic Faculty which has strong relationships with local health and social care providers and a wide portfolio of programmes at undergraduate and postgraduate levels which includes those leading to dual professional registrations and recruitment of international students.

The Faculty has a growing research profile with cross-Faculty research themes in:

- Children, Young People and Families
- Prevention and Management of Conditions in Adults
- Improving Professional Practice

The Faculty's recent REF submission included significant increases in the number of staff returned, external research income and PhD completions since REF2014. It has a well-established programme of research support and events. Further developing research capacity and capability remains a key focus for the Faculty.

The Faculty hosts the University wide Health Research Institute as well as the Respiratory Research Centre and the Centre for Arts and Wellbeing.

**The Post**

The Associate Dean for Research and Innovation is central to the effective leadership and management of the Faculty. As a member of the Faculty Senior Leadership Team the post-holder will have shared responsibility for developing and leading the Faculty to

ensure its long-term sustainability. Providing visionary leadership the post-holder will assist in the further development of a culture of high performance and will provide leadership, vision and direction to staff within the Faculty.

The successful candidate will provide strategic research leadership for the Faculty and will further enhance its national and international research profile. The Associate Dean will work closely with colleagues across the Faculty to embed a culture of research enquiry and engagement, ensuring appropriate staff development and support opportunities, setting clear objectives and leading on a programme of research events. The post-holder will provide strong leadership to ensure sustained growth in areas of research aligning to the cross-Faculty research themes including research outputs, external grant income, research impact and enhanced staff engagement and expertise. Engagement with external health and social care stakeholders as well as external clinical academic networks to maximize opportunities will be essential.

The successful candidate will be expected to hold, or meet the requirements for a Professorial post, and to have a current, and on-going, strong national and international research profile which aligns to one of more of the cross-Faculty research themes.

The post holder will be expected to lead broader aspects of activities within the Faculty including Equality, Diversity and Inclusion.

The post aligns to the appointment of the new Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine and supports the continued expansion of the Faculty.

## **Duties and Responsibilities**

Specific Responsibilities:

The role holder will:

1. Provide strategic leadership of Faculty research, developing and implementing a clear strategy and vision which inspires Faculty staff to enhance the quality and quantity of research.
2. Work closely with colleagues across the Faculty to embed a culture of research enquiry and engagement, ensuring appropriate staff development and support opportunities, setting clear objectives and leading on a programme of research events.
3. Provide strong leadership to ensure sustained growth in areas of research aligning to the cross-Faculty research themes including research outputs, external grant income, research impact and enhanced staff engagement and expertise.
4. Successfully lead the preparation of future Faculty REF submissions including developing systems for tracking, monitoring and reporting of appropriate outputs and achievements.

5. Lead the development and implementation of the Faculty's strategy for postgraduate research students ensuring an excellent academic experience, appropriate support and supervisory capacity working closely with the Graduate School.
6. To set, monitor and review appropriate KPIs for research activity within the Faculty working closely with Heads of Department and other senior colleagues to ensure action plans and objectives are set and monitored and accurate update reports provided.
7. Develop and lead the further development and implementation of research governance and management processes across the faculty ensuring compliance with all policies, processes and requirements and working closely with the Research Office.
8. Build and sustain an extensive network of partnerships in relation to research and innovation including those with local health and social care providers and academic health science networks ensuring Faculty wide engagement to maximize opportunities.
9. Work closely with colleagues across the University to maximize opportunities for research collaboration, engagement and success.
10. Support the further development of the Health Research Institute supporting strong Faculty-wide engagement.
11. Lead their own programme of successful research aligning to one of the cross-Faculty research themes.
12. Enhance the reputation of the Faculty and University regionally, nationally and internationally in relation to research and innovation ensuring appropriate communication of research activities, opportunities and successes.
13. Lead on all aspects of Equality, Diversity and Inclusion within the Faculty ensuring engagement with and alignment with University and Faculty strategies, policies and initiatives.

### **Faculty Leadership and Strategic Planning**

14. As a member of the Faculty Senior Leadership team, provide vision and direction to the staff of the Faculty adopting an inclusive, engaging and motivating leadership style to achieve high levels of discretionary effort and commitment from staff.
15. As a member of the Faculty Senior Leadership team, operate highly effective systems for strategic and operational planning including the publication of key Faculty strategies, annual action plans, engagement of key stakeholders, the use of key performance indicators and regular reviews and updates.

16. Ensure effective communication of the University's strategic and operational plans and major programmes of work throughout the Faculty, ensuring engagement, ownership and accountability where appropriate.
17. Act as an ambassador of the University and Faculty in a positive and professional way regionally, nationally and internationally developing excellent business relationships and acting at all times in the best interest of the University by delivering key messages to enhance brand and reputation.
18. Effectively and efficiently manage the resources of the University and the Faculty to ensure maximum added value is achieved.
19. Ensure the efficient management of work within the areas of responsibility to ensure the achievement of plans and objectives.
20. Chair Faculty, and where appropriate, University wide Committees, Sub-Committees and groups ensuring effective operation, planning, reporting and management.
21. Maintain an in-depth knowledge of the HE, health, social care and medicine sectors to inform planning and identify risks and opportunities, developing and utilising a range of external networks to inform business planning.
22. Work closely with the PVC/Dean to ensure that the Faculty complies with legal requirements and with all University policies and procedures
23. Deputise and act on behalf of the PVC as required.

### **Leading Teams**

1. Lead the development of a collaborative, collegiate and inclusive culture by creating opportunities for the sharing of information and good practice among others.
2. Ensure that all staff within the Faculty and particularly the area of responsibility are provided with inspirational leadership and experience highly effective management practices.
3. To develop and sustain a culture of outstanding performance through an engaging leadership style which delivers high levels of discretionary effort.
4. Work with the PVC/Dean to ensure that the necessary resources are provided to enable excellent performance and that staff are engaged in key decisions which affect their role.

## **Corporate Responsibilities**

1. Participate in and accept responsibility for the management and development of the University.
2. Contribute to the delivery of the corporate objectives as determined in the University Plan and implementation strategies.
3. Participate in University's decision-making process through membership of the Institution's committees as appropriate.
4. Contribute to and serve, as appropriate, on internal committees, working and advisory groups.
5. Promote and facilitate cross-university and inter-disciplinary developments in overall course provision.
6. Support the University's further development and respond to the needs generated by a diverse student body.
7. Actively promote and support effective communications in all aspects of the work of the University.

### **In addition to the above all Edge Hill University 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:** MG15 – MG20  
£75,935 - £84,249 per annum

**Hours:** Full-Time

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

## PERSON SPECIFICATION

### Associate Dean – Research and Innovation EHM0041-0821

#### CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
<b>Qualifications and Achievements</b>				
1	A good relevant honours degree in a relevant subject area	*		A
2	Doctoral level qualification in a relevant academic discipline	*		A
3	A HE Teaching Qualification and/or fellowship of HEA		*	A
4	Proven track record and current high- quality research profile at internationally leading level in one of the successful established or emerging research areas within the Faculty	*		A
5	Significant numbers of high-quality research publications	*		A
6	Proven track record of significant external research grant income generation	*		A
7	An excellent track record of building and sustaining successful national and international relationships leading to collaborative partnership working in research and related areas	*		A
8	Already hold a Professorial title or meet the criteria for the award of a Professorial title at Edge Hill University	*		A
<b>Experience and Knowledge</b>				
9	Successful and substantial experience of research leadership and management within an academic health related setting	*		S/I
10	Proven experience of leading and managing research grants	*		S/I
11	Substantial experience of developing and delivering research support programmes and initiatives	*		S/I
12	Experience of successful research degree supervision and research degree examining.	*		S/I
13	Demonstrable experience of the development and implementation of strategy and policy	*		S/I
14	Substantial experience of research and academic	*		S/I

	governance, with an indepth understanding of research governance processes and requirements			
15	A wide range of teaching experience	*		A/I
16	An excellent understanding of the Research Excellence Framework (REF)	*		I
17	An understanding of the key drivers and considerations for conducting research in areas relating to health, social care and medicine	*		S/I/P
18	An understanding of the importance of EDI	*		I
19	A sound understanding of the challenges and opportunities in the contemporary HE environment and the importance of a strong profile for the Faculty in research and related activities.	*		S/I/P
20	A good understanding of research priorities, governance and considerations within the NHS and other health and social care providers	*		S/I/P
<b>Abilities/Skills</b>				
21	Excellent strategic leaderships skills	*		I
22	High level strategic leadership and motivational skills with an inclusive and engaging team building ethos and focus	*		I
23	An excellent relationship builder with the ability to positively engage, communicate and influence a diverse stakeholder group	*		I
24	Ability to generate clear, concise, well-articulated and accurate documents and reports	*		I
25	Ability to influence and negotiate with professionals and senior strategic managers within the health and social care environment	*		I
26	Excellent resource management and planning skills	*		I
<b>Personal Qualities</b>				
27	A strong commitment to the University Mission, Vision and Values	*		I
28	Adaptable with the ability to operate flexibly in a structured yet complex, changing and challenging environment	*		I
29	Self-motivated and proactive approach to identifying new opportunities and developing realistic yet creative and innovative solutions	*		I
30	High levels of emotional intelligence	*		I
31	Commitment to continuous improvement	*		I

**\*Method of Assessment**

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

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