

**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, Academic Planning and External Engagement, Faculty of Health, Social Care and Medicine  
EHM0229-0821**

**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 (NMAH), The School of Applied Health & Social Care and Social Work (AHS&SW), and The Medical School. It is a dynamic Faculty which has a wide portfolio of responsive programmes at undergraduate and postgraduate levels which includes those leading to dual registrations and recruitment of international students. It has growing provision for apprenticeships. Placement learning is key to our programmes and we have strong working relationships with external health and social care providers. The Faculty has a growing research profile with increasing numbers of research publications and external research income. It strives to provide students with an excellent learning experience with high levels of support across theory and practice learning supported by a strong commitment to excellent research and knowledge exchange.

The Faculty has facilities in Ormskirk, Manchester and on a number of local NHS sites. It has recently benefited from a multi-million pound investment in a state of the art Clinical Skills and Simulation Centre

**The Post**

The Associate Dean for Academic Planning and External Engagement 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 role 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 leadership for the Faculty in areas relating to academic planning and external engagement. The post holder will ensure strong relationships with external stakeholders to further inform programme development, enhancement and delivery and to enhance the national and international profile of the Faculty and University as a strong provider of innovative, responsive and multi-professional education. The Associate Dean will work closely with colleagues across the Faculty to ensure efficient and effective delivery and to maximize opportunities for inter-professional learning, simulation and placement learning. The post holder will lead on enterprise and knowledge exchange for the Faculty.

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.

The title of Professor may be offered to successful candidates who meet the current Edge Hill award requirements.

## **Duties and Responsibilities**

### **Specific Responsibilities**

The post holder will:

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

1. Provide strategic leadership for responsive and effective academic planning and delivery across the Faculty.
2. Build and sustain an extensive network of strong partnerships and collaborations including those with local health and social care providers and academic health science networks ensuring Faculty wide engagement and understanding.
3. Liaise with external and internal networks to foster collaboration and share ideas; actively identifying current and potential training and educational needs and implementing strategies to address and meet these needs working collaboratively with colleagues to do so.
4. To work collaboratively with colleagues across the Faculty and University to maximize opportunities for collaboration and effective use of resources in the development and delivery of programmes.
5. Provide the strategic direction and oversee the operational management of the Faculty's priorities for employability, including placements.

6. Work with other senior colleagues in the Faculty to maximize the efficient and effective use of simulation in relevant programmes and activities.
7. To lead the development and implementation of the Faculty's strategy for Inter Professional Learning providing an inspiring vision and clear direction.
8. To work with the Associate Dean for Student Experience and Quality Enhancement and Heads of Department to plan resource and advise the PVC/Dean on the appropriate level of resourcing required to support teaching and learning activity.
9. Provide executive leadership for enterprise for the Faculty, identifying and supporting new opportunities and ensuring appropriate compliance, monitoring and reporting of activities.
10. To lead on all aspects of Knowledge Exchange within the Faculty working closely with colleagues across the University to ensure appropriate recording and reporting of activities and maximizing opportunities for enhancement and further development.
11. Working with the Associate Dean for Student Experience and Quality Enhancement ensure governance and management processes across the Faculty are appropriately developed, defined and implemented particularly those relating to enterprise and knowledge transfer activities, ensuring compliance with all policies, processes and requirements.
12. To provide strategic leadership for the Faculties international work working closely with colleagues across the Faculty and University to ensure identification and dissemination of opportunity and effective and efficient planning and delivery.
13. Make significant strategic contributions to planning, organising, monitoring, and reviewing the Faculty's business operations, resources and income generating activities
14. Work closely with colleagues across the Faculty and University to ensure effective and accurate communication with staff and external stakeholders which keeps staff well informed and helps enhance the external reputation of the Faculty.
15. Provide direction for Faculty promotion and external representation to ensure that Faculty brand and reputation are enhanced.
16. Enhance the reputation of the Faculty and University regionally, nationally and internationally with external health, social care and medical stakeholders.

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

17. 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.

18. 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.
19. 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.
20. 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.
21. Effectively and efficiently manage the resources of the University and the Faculty to ensure maximum added value is achieved.
22. Ensure the efficient management of work within the areas of responsibility to ensure the achievement of plans and objectives.
23. Chair Faculty, and where appropriate, University wide Committees, Sub-Committees and groups ensuring effective operation, planning, reporting and management.
24. 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.
25. Work closely with the PVC/Dean to ensure that the Faculty complies with legal requirements and with all University policies and procedures
26. 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 – Academic Planning and External Engagement EHM0229-0821

#### 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	Higher degree in cognate discipline	*		A
3	Doctoral level qualification in a relevant academic discipline		*	A
4	A HE Teaching Qualification and/or fellowship of HEA	*		A
5	An excellent track record of building and sustaining successful national and international relationships; acting as a brand ambassador and developing collaborative partnership working in one or more of the areas of academic development, enterprise and knowledge transfer	*		A
6	An established track record of successful liaising, networking and negotiation within health and social care areas.	*		A
7	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
<b>Experience and Knowledge</b>				
8	Demonstrable experience of successful leadership and management of complex and innovative academic programmes	*		I/S
9	Demonstrable experience of contributing to the development and implementation of strategy, policy and multi-professional education	*		I/S
10	Successful track record of developing and sustaining strong partnerships and collaborations including those with local health and social care providers	*		I/S
11	Experience of enterprise and knowledge exchange activities	*		I/S
12	Experience of developing and delivering research programmes and initiatives		*	I/S

13	Substantial experience of quality and academic governance	*		I/S
14	An understanding of the key drivers and considerations for developing and delivering programmes in areas relating to health, social care and medicine	*		I/S/P
15	A sound understanding of the challenges and opportunities in the contemporary HE environment and the importance of a strong profile for the Faculty in academic related activities	*		I/S/P
16	A good understanding of academic delivery considerations including inter-professional learning and simulation	*		I/S/P
<b>Abilities/Skills</b>				
17	Excellent strategic leaderships skills	*		I
18	High level leadership and motivational skills with an inclusive and engaging team building ethos and focus	*		I
19	An excellent relationship builder with the ability to positively engage, communicate and influence a diverse stakeholder group	*		I
20	Ability to generate clear, concise, well-articulated and accurate documents and reports	*		I
21	Ability to influence and negotiate with professionals and senior strategic managers within the health and social care environment	*		I
22	Excellent resource management and planning skills	*		I
<b>Personal Qualities</b>				
23	A strong commitment to the University Mission, Vision and Values	*		I
24	Adaptable with the ability to operate flexibly in a structured yet complex, changing and challenging environment	*		I
25	Self-motivated and proactive approach to identifying new opportunities and developing realistic yet creative and innovative solutions	*		I
26	High levels of emotional intelligence	*		I
27	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.