

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:

**Head of Nurse Education – Women and Children’s Healthcare
EHM0223-0821**

Reporting to: Deputy Director of Nursing, Midwifery and Allied Health Education

Accountable to: PVC and Dean, Faculty of Health, Social Care and Medicine

The Post

The Head of Women and Children Nurse Education is a member of the Faculty Senior Academic Management Team and as such has responsibility for contributing to the development and leadership of the Faculty. Specific responsibilities reside in the leadership of the nursing educational portfolio and the programmes therein, to ensure long term sustainability. The post-holder will contribute to the leadership of the further development of a high-performance culture through staff engagement, empowerment and providing leadership to staff within the Women’s and Children’s Nursing department.

The post-holder will ensure that the Nursing department maintains and enhances its excellent reputation and position as a leading provider of high-quality health care education. The post-holder will provide the leadership direction with a strong focus on the further enhancing the student experience for all nursing programmes.

Working closely with the other Heads of Nurse Education: Programmes and Faculty Academic Management Team, the post-holder will ensure that high quality and innovative learning and teaching is and continues to be delivered to students.

The Head of Department will push forward priorities for research and for teaching excellence. By providing visionary leadership, support for staff development and well-honed emotional intelligence 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 department.

Duties and Responsibilities

CORPORATE RESPONSIBILITIES

The post holder will –

- Contribute to and serve as appropriate on internal/external committees, working and advisory groups.
- Participate in the University's decision-making processes, as appropriate.
- Contribute to the fulfilment to the University's Mission Statement and Strategic Plan.
- Promote and facilitate cross-university and inter-disciplinary developments in overall course provision.
- Support Edge Hill University's future development and respond to the needs generated by a diverse student body.
- Promote and implement Edge Hill University equal opportunities policies.
- Represent the University externally in appropriate public and professional contexts as requested by the Council, Senate and Vice Chancellor or other members of the Senior Management Team.

The Head of Women and Children's Nursing: is responsible and accountable for the following:

- Academic leadership of the department, including having oversight of all aspects of the student experience; teaching, learning, and research;
- Ensuring delivery of excellent Nursing Programmes through effective leadership, organisation and management of the student experience across nursing programmes within the educational portfolio, with accountability and responsibility for: effective communication, managing performance, engagement, involvement and motivation, development and welfare of staff.
- Advise on the effective management of resources and the deployment of staff within the department;
- Assurance of academic quality in compliance with the Principles and Regulations of the University;
- Collaboration with the Faculty management team to ensure the effective management and development of the Faculty;
- Contribute to the effective financial management and continued sustainability of the Faculty;
- Ensuring that all University courses and programmes of study offered within the department comply with the external requirements of their funding and validating bodies and the internal University policies and procedures, detailed in its Principles and Regulations;
- University Committee Membership and working groups is not limited to but will include:
 - Relevant Academic Committees of the University;
 - Board of Studies of the Faculty;
 - Faculty's Management Group;
 - Chair of the departmental Subject Assessment Board.

- Relevant Quality enhancement and assurance fora

MAIN DUTIES AND RESPONSIBILITIES

1. Lead and oversee the continuous development, planning, delivery and monitoring of the department's portfolio of activity.
2. Represent the Faculty of Health and Social Care at NMC events.
3. Ensure that all programmes comply with NMC monitoring requirements and conforms to NMC standards.
4. Ensure that all staff identify plans for appropriate scholarship and research that is aligned to the University and Faculty Research Strategies.
5. Implement effective systems to manage, monitor, distribute and evaluate equitable workload allocation to ensure best use of academic resources.
6. Undertake a lead role in Safeguarding activities within the department, including leading, and participating in, investigations and referral decisions, ensuring that all related activity is robustly and appropriately supported.
7. Co-ordinate research activities within the department in line with the Faculty's research Development Plan to ensure increased output in preparation of REF.
8. Contribute to the support, and when appropriate lead colleagues in their research performance.
9. Contribute fully to the research plans developed in the department, including providing such information as may be required to monitor the progress of each member of the team's research programme.
10. Consistent with the research resources available and with other obligations, to attend and present research findings and papers at academic and professional conferences and to contribute to the external visibility of the School.
11. Ensure that all research activities undertaken are in compliance with the University's Research Ethics Code of Conduct
12. Ensure all staff have their annual appraisal and identify plans for staff development that align with both the Department and Faculty development along with personal development aspirations.
13. Monitor and manage the department's contribution to Faculty income and identify costs associated with the department's resources.
14. Ensure that all staff maintain appropriate and relevant clinical currency.

15. Ensure Quality Assurance and Enhancement requirements of the regulatory bodies are met.
16. Ensure staff provide effective support to students while on placement.
17. Manage all monitoring and review processes within the department and lead the department's contribution to the annual Autumn and Spring planning and monitoring processes.
18. Ensure appropriate and relevant staff development within the department enabling the team to work to full potential to meet the needs of expanding portfolios across the Faculty to align with both Department and Faculty development along with personal development aspirations
19. Oversee quality assurance of placement learning in relation to the student experience.
20. Lead the management of student recruitment processes.
21. Oversee, in collaboration with others, the development of plans to monitor, manage, and evaluate actions to improve student retention including the operationalization of the Faculty's retention plan; being accountable for the management of student attrition with the department.
22. Oversee and develop management of students learning experience to ensure highly effective educational provision including approaches to innovation and contemporary practices which place the student experience and employability at the heart of all endeavours.
23. Participate in managing the assessment of student work within the subject area, including liaison with external examiners and the chairing of subject assessment boards.
24. The maintenance and further development of positive working relationships among staff and students of the department.
25. Effective communication with staff, including performance, staff development and welfare; and to convene regular departmental meetings.
26. Collaborative working with the Faculty Academic Management Group on strategic and operational activities, particularly business planning and development, contract tender submissions, contract monitoring and ongoing quality maintenance and enhancement.
27. Manage annual performance review in line with agreed Faculty timetables and effectively manage the performance of staff as set out in University policy.

28. Lead enterprise activities within the department, including participating in tenders for new business, ensuring that enterprise activity is appropriately supported.
29. Initiate and develop regional, national and international network contacts for the purpose of developing new business, supporting academic networking and developing the University's reputation.

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: Management Grade

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

Head of Nurse Education – Women and Children’s Healthcare EHM0223-0821

CRITERIA:

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

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Active registration on an appropriate Professional Register with professional qualification as a nurse, together with a strong academic background in the subject area.	*		A
2	Post Graduate Research Degree		*	A
3	Higher Degree (in cognate discipline)	*		A
4	Post graduate teaching qualification/qualified teacher status (recordable qualification with NMC).	*		A
5	Membership of the Higher Education Academy		*	A
6	Evidence of relevant and recent contemporary professional development	*		A
Experience and Knowledge				
7	Significant and successful experience as a Head of Department		*	S/I
8	Successful experience of recruiting nursing students through excellent attraction and selection methods, maintaining high retention of nursing students through an excellent student experience.	*		A/S
9	Track record of curriculum development including innovations in undergraduate and post-graduate teaching experience including; managing assessment processes internal and external to the university with experience of managing, analysing and reporting complex data	*		A/S
10	Track record of involvement with the management of the practice learning component of externally commissioned programmes of education	*		A/S/I
11	Experience of managing, engaging and motivating a high performing team of academic staff and working within a multi-disciplinary team, with the ability to	*		A/S/I

	effectively manage resources; human, physical and financial			
12	Significant experience of Quality Assurance and Enhancement and meeting the requirements of the regulatory bodies, including involvement in internal validation/approval events and panel membership at external events.	*		A/I
13	Established track record of establishing, managing productive business relationships and negotiating with external agencies including service user and carer agencies.	*		A/S
14	Track record of involvement in 'safeguarding' activities including investigations and referral decisions and support for, and empathy with a diverse student body with varied personal and academic needs.		*	A/S
Abilities/Skills				
15	Highly effective leadership and management skills with the demonstrable ability to motivate and engage colleagues in developing and delivering an innovative and inspirational nursing curricula	*		A/S/I
16	Ability to plan and organise self and team to contribute to and operationalise the Faculty and Department's strategy and objectives into practical actions, with ability to manage change and the consequences of change in an uncertain environment	*		A/I/P
17	High level skills in collaborative working in a multidisciplinary environment and engagement in work-streams involving wider university educational provision.	*		A/S/P
18	Demonstrate ability to effectively develop new networks and/or collaborative partnerships that result in enhanced business and/or educational opportunities, and willingness to engage in frequent travel to liaise with key stakeholders.	*		P/I
19	Ability to develop the research profile in the subject and to inspire and support research capability, capacity and outputs in others.	*		A/S/I
20	High level oral/written/IT skills and interpersonal skills with the ability to communicate complex information to a wide range of audiences.	*		A/S/P
21	Demonstrable ability of positively contributing to the reputation of the University and effective contributions to regional and/or national academic fora.	*		A/I/P
22	Demonstrable ability to review, develop and implement effective and efficient systems changes using lean principles implementing appropriate use of technology.	*		A/P/I

Other				
23	A mindset and commitment to embed a culture of an excellent student experience at the heart of the work of the Faculty of Health, Social Care and Medicine demonstrating an inclusive, empowering and engaging management style that harnesses the creativity and talents of colleagues	*		A/I/P
24	Demonstrable ability to actively promote the subject area and engage in the promotion of knowledge transfer and related activities in connection with alternative funding streams.	*		A/I
25	Highly organised self-starter able to respond flexibly to achieve demanding and time limited objectives, with emotional resilience and ability to manage self, whilst supporting and managing others when facing difficult situations	*		I/S/P

***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.