



Job Description and Person Specification

Summary

Job title:	Associate Head of School (Research and Knowledge Exchange), School of Education
Area:	Faculty of Education
Reference:	EHM0322-0826
Grade and Salary:	£70,049
Contract Type:	Permanent
Hours:	Full Time (37 hours per week)
Location:	Campus based role. Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Pro Vice-Chancellor and Dean of Education

About the Faculty

We have been educating the teaching and education workforce for almost 140 years. Our vision of 'working creatively with others to enhance life chances' is at the heart of who we are as a working family. We focus relentlessly on harnessing the power of education to transform lives, every day, in everything we do with our students and strategic partners.

The Faculty is one of the largest Initial Teacher Education providers in the country and in March 2024, became the first higher education institution in England to be rated 'outstanding' by Ofsted in all three teacher education phases. Alongside this we have an expanding portfolio of well-respected education provision where we work with diverse professionals to address local, national, and global challenges in education and related fields.

Reflecting the Faculty's commitment to providing innovative, high-quality, and sector-leading provision in teaching, research, and knowledge exchange, it recently created a new School of Initial Teacher Education and School of Education and Community. We believe that everyone has the right to access education regardless of their learning journey and life experiences. Our portfolio provides an inclusive and flexible lifelong learning journey in education, from foundation degrees to doctoral study, enabling our students to succeed in whatever they do.

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We are a diverse, publicly engaged, collaborative team with an international reputation for developing and implementing impactful research, knowledge exchange, and continuing professional development. The Faculty is also home to two research centres: the Centre for Mental Health, Sport and Physical Activity Research and International Centre for Early Years Education.

About the Role

This is an exciting opportunity to become the new Associate Head of School (Research and Knowledge Exchange) in the School of Education in a dynamic, innovative and forward-thinking Faculty of Education.

Although the title of the School is still to be confirmed in line with wider University strategic developments, its provision will include undergraduate courses in education, mental health, and special educational needs, disabilities

and inclusion, and early childhood studies. It will also house our postgraduate portfolio, including the following courses:

- MA Education
- MA Education and Mental Health
- MA Sport, Education and Mental Health
- MA Early Years Education
- MA Special Educational Needs, Disabilities and Inclusion
- PG Cert SPLD (Dyslexia) with AMBDA/ATS

The post holder will be an active researcher expected to provide strategic leadership and operational oversight for all research and knowledge exchange activities within the School. You will be responsible for driving excellence in research and knowledge exchange, enhancing impact and external engagement, and fostering a high performing, inclusive, and supportive culture aligned with the mission of the Faculty and University. You will support the Head of School in achieving growth in research quality, outputs (including practice-based outputs), and impact, and act as a champion for interdisciplinary collaboration and innovation. You will also support the Head of School in implementing workload allocation models that enable research and knowledge exchange activity, and promote equality, diversity and inclusion in research and knowledge exchange participation and leadership.

Working closely with the Deputy Dean, you will be responsible for increasing and diversifying income generation through grants, contracts, and partnerships, and support staff to identify and submit competitive bids aligned to the Faculty's and University's priorities. This will involve the development of long-term strategic partnerships with industry, the public and private sector, and community organisations. Increasing knowledge exchange activity through consultancy, contract research, CPD and short courses, and supporting staff to translate research and knowledge exchange activity into real-world impact will be other core responsibilities of the role.

In addition to the Faculty's Hub for Applied Education Evaluation and Innovation, the Associate Head of School will work closely with central services, especially the Research and Knowledge Exchange offices, to strengthen funding success rates and our people, culture, and environment priorities. Where appropriate, you will support preparations for our submissions to REF and KEF, and identify staff training and development needs related to research and knowledge exchange. This will be supported by your experience of cross-institutional working on key initiatives and your demonstrable ability to inspire, lead and develop high performing teams.

The successful candidate may be eligible for the title of Professor, subject to meeting the relevant criteria.

Reward and Benefits

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching Day all to support your professional development. You may also benefit from joining one of our free evening foreign language classes.

This is just a taste of what we are able to offer you at Edge Hill University.

About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University

Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

Job Description

Duties and Responsibilities

Strategic Leadership

- Work with the Deputy Dean and Head of School to provide strategic and operational leadership for the School's research and knowledge exchange activity in line with Faculty and University strategy;
- Work with the Deputy Dean, Head of School and Hub for Applied Education Evaluation and Innovation to implement strategic plans for growing and diversifying external income to support research and knowledge exchange;
- Develop the School's international reputation in research, knowledge exchange and impact activity;
- Work closely with the Hub for Applied Education Evaluation and Innovation and University's Research and Knowledge Exchange offices to implement the School's strategic priorities;
- Support preparations for submission to REF and KEF as required.

Partnership Development and External Engagement

- Lead the strategic development of external partnerships and stakeholder engagement activities which support the research and knowledge exchange work of the School and Faculty;
- Position the School, Faculty and the University in appropriate regional and national networks and professional bodies to strengthen performance in research and knowledge exchange;
- Work with external partners to support the recruitment of externally funded PhD students, research assistants, and postdoctoral research assistants;
- Work with external partners to develop a portfolio of Knowledge Transfer Partnerships and other activities (including CPD, consultancy,

- contract research);
- Promote the School's reputation for high-quality research and knowledge exchange by developing collaborative external engagement events with key strategic partners locally, regionally, nationally and internationally.

Digital Transformation

- Lead the development of innovative and future facing digital solutions to support the School's research and knowledge exchange activity;
- Embed efficiency and semi automation of School processes to ensure a smooth and consistent partner experience in research and knowledge exchange;
- Lead the design and development of the School's digital education and AI strategy in line with the institutional strategy, embedding digital pedagogies across provision;
- Drive the integration of generative AI and emerging technologies in research and knowledge exchange in pedagogically sound and ethically responsible ways.

Academic Leadership and Quality Assurance

Work with the Head of School and Associate Head of School (Student Experience and Outcomes) to:

- Lead the development of cutting edge industry-facing teaching provision which is underpinned by staff research and knowledge exchange expertise;
- Actively promote interdisciplinary research and knowledge exchange activity in the broad but intersecting fields of education, community and society;
- Ensure the School makes very effective use of colleagues' research and knowledge exchange expertise to encourage students' involvement in these areas.

Personal Research and Knowledge Exchange Activity

For those who have Significant Responsibility for Research:

- Publish and disseminate the results of personal research and knowledge exchange outputs in peer-reviewed journals or other appropriate outlets of recognised academic quality in line with area of expertise;
- Contribute effectively to, and lead, research and/or knowledge exchange projects;
- Make regular applications for external funding to support research and knowledge exchange;

- Support the very effective management of any external funds secured in line with Faculty and University processes;
- Supervise and manage research and knowledge exchange projects as required.

People, Culture and Inclusion

- Alongside the Dean and Deputy Dean, support the professional development of staff in relation to research and knowledge exchange;
- Foster an inclusive, collaborative, and high-performing academic community;
- Champion equality, diversity, and inclusion in all research and knowledge exchange activity;
- Oversee the student journey, professional conduct, and fitness-to-practice processes.

Governance and Compliance

- Work with the Head of School to ensure compliance with research and knowledge exchange governance, ethics, and integrity standards;
- Work with the Head of School and Associate Head of School (Student Experience and Outcomes) to ensure compliance with regulatory bodies (particularly OfS);
- Support the implementation of effective budget and risk management processes associated with all research and knowledge exchange activity;
- Oversee internal review processes for outputs, bids, and impact case studies;
- Develop and contribute to audits, reporting, and quality assurance processes.

Professional standing and currency

- Work with senior Faculty colleagues to develop collaborative research and knowledge exchange activities, as appropriate;
- Maintain strong professional connections and networks across the HE sector regionally, nationally and globally;
- Ensure a sector leading knowledge of the education and community sector;
- Represent the School and Faculty as a thought leader in national and international forums, influencing policy, practice, and sector priorities.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A postgraduate degree in Education or a closely related field	Essential	Application
Doctoral qualification or equivalent professional standing	Essential	Application
Qualified Teacher Status	Desirable	Application
Evidence of ongoing commitment to scholarly and/or professional development	Essential	Supporting Statement and Interview

Knowledge and Understanding

Criteria	Essential or Desirable Criteria	Method of Assessment
A well-developed breadth of knowledge of the HE sector, including major policy initiatives, regulatory bodies and their priorities, and its intersection with other sectors.	Essential	Supporting Statement Presentation and Interview
An established track record of producing high-quality research and knowledge exchange outputs, including outputs which have a demonstrable impact on policy and/or external practice	Essential	Supporting Statement Presentation and Interview
Strong understanding of the UK research and knowledge exchange landscape (including REF and KEF), approaches to impact, and the priorities of major funding bodies (e.g. UKRI, Innovate UK, NIHR, EEF) and other sources of income.	Essential	Supporting Statement and Interview

Demonstrable commitment to equality, diversity and inclusion and how this can be promoted through research and knowledge exchange.	Essential	Supporting Statement and Interview
Detailed knowledge of local, regional, national and international priorities and how these can be effectively met through research and knowledge exchange.	Essential	Supporting Statement Presentation and Interview

Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of providing strategic and operational leadership for research and knowledge exchange in higher education.	Essential	Supporting Statement and Interview
Track record of leading successful research and knowledge exchange teams, including those working on interdisciplinary projects	Essential	Supporting Statement and Interview
Evidence of securing and managing external funding for research and knowledge exchange activity.	Essential	Supporting Statement and Interview
Experience in supporting REF and KEF submission preparation.	Desirable	Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Demonstrated ability to build long-term partnerships with strategic stakeholders to generate external funding, deliver impact, and produce high quality research and knowledge exchange outputs.	Essential	Supporting Statement Presentation and Interview
Excellent communication and negotiation skills which are used clearly and transparently with staff, external stakeholders and other beneficiaries of research and knowledge exchange.	Essential	Supporting Statement Presentation and Interview
Excellent organisational and strategic planning skills which help develop programmes of income-generating research and knowledge exchange projects.	Essential	Supporting Statement and Interview

A confident public-facing ambassador for research and knowledge in education and related fields who is capable of energising teams, engaging partners, and realising the University's strategic priorities.	Essential	Supporting Statement and Interview
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Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	Essential	Interview

Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

For informal enquiries, please contact: Professor Christopher Greenough, Head of School, School of Education at Greenouc@edgehill.ac.uk and Professor Andy Smith, Deputy Dean, (Faculty of Education) at Smithand@edgehill.ac.uk

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

You are able to upload a CV to the application form to supplement your application and supporting statements.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.