

## JOB DESCRIPTION

**Job Title:** Deputy Head of School – Health Sciences

**Grade:** AC4

**Department:** School of Health Sciences

**Responsible to:** Head of School

**Responsible for:** Direct Reports to be confirmed by Head of School

**Key Contacts:** Pro Vice-Chancellor (PVC/Executive Dean), Head of School and members of the school leadership team, Deputy Dean, Associate Deans, Faculty Operating Officer, and other Heads of Schools.

### **Standard Occupational Classification (SoC code):**

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE:**

To support the Head of School to provide strategic and operational leadership for the School that covers a wide range of disciplines.

Act as an advocate for change, setting and meeting targets, adapting to challenges and influencing staff in the School to deliver its strategic and operational priorities.

The post holder is expected to have, and maintain, strong stakeholder relationships at regional, national and international level across teaching or their subject-related discipline; with a proven track record of leadership, management, teaching and scholarship/research & knowledge exchange initiatives including obtaining external funding. The post holder will be expected to provide leadership and to set standards of excellence.

The role of Deputy Head of School is for period no longer than 3 years. The role holder's period of office may be extended beyond this initial period subject to School needs, outstanding performance and review.

## **KEY ACCOUNTABILITIES**

### **Strategy Development and Delivery**

- Support the Heads of School to develop and deliver on the

School's strategic priorities.

- As a member of the School's management team, support the development,
- Deployment and delivery of the Faculty's/School's strategy and business plan.
- Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies and targets at School level.

### **Professional Leadership**

- Act as an adviser to the Heads of School on relevant areas of responsibility, ensuring that expert professional knowledge is maintained.

### **School Management and Planning**

- Under the direction of the Head of School, with other members of the Faculty Senior Leadership team to monitor and review the business operations, resources and income generation for the School in order to deliver its aims and objectives.
- Lead on AWP whilst supporting APLs in managing the academic planning across the school

### **People Leadership and Management**

- Under the direction of the Head of School, manage, develop, provide leadership to relevant members of the School Management Team.

### **Project Management**

- Work internally with the Faculty Leadership/Executive team to embed projects in the Schools.

### **Teaching and Student Experience/ Research and Knowledge Exchange**

- Support embedding the following principles into the work of the Schools:
  - Creating opportunities for individuals and society. Attracting, retaining and empowering staff and students to act as leaders in the equality, diversity and inclusion (EDI) agenda.
  - **Building Partnerships.** Working in partnership to make, build and bring innovative solutions that will accelerate our progress across multiple contexts.
  - **Delivering Impact.** Focusing on achieving short and medium-term milestones to help track our progress towards our goals whilst ensuring that they map to medium and long-term impact indicators.
- **Within the Schools:**
  - Lead on the development and enhancement of curricula,

policy or initiatives in teaching and learning, research and enterprise, employability outcomes and the student experience at the leading edge of practice.

- Lead in the development of national or international teaching or subject- related initiatives which impact staff and students
  - Lead in the acquisition and management of resources to support teaching, student experience or subject-related work
  - Champion and promote innovation in Learning, Teaching and Assessment including research-informed learning and teaching
- Contribute to and support the development of teaching excellence within the Schools and across the Faculty.
  - Contribute to and support the development of research and knowledge exchange within the Schools and across the Faculty

### **Brand Ambassador and Advocate**

- To act as a brand ambassador actively promoting the University, the Faculty and School to internal and external audiences.
- Contribute to the University's national and international profile in research and knowledge exchange, learning and teaching and the student experience.

### **Partnership Working and Relationship Management**

- Cultivate, develop and maintain good working relationships with internal and external bodies (including national and international organisations, industry contacts) to promote the work of the School, and secure support for its aims and objectives.

### **Representation**

- Represent the Heads of School as necessary on internal and external bodies, committees and boards, including attendance at local, regional and international activities.

### **Core Requirements**

- Commitment to key strategic priorities of the Faculty and University.
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security. Ensure compliance with Health & Safety and Data Protection Legislation
- Support and promote the University's Sustainability resource-efficiency the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practices relating to digital content and accessibility, including Web Content Accessibility

Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested commensurate with the grade. This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty delivers the required level of service.

**LEADERSHIP BEHAVIOURS:**

All senior managers will demonstrate the following leadership behaviours:

**Leads Authentically and Inclusively**

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential. Is aware of their biases and preferences and seeks out and considers different views and perspectives to inform decision-making

**Leads Change**

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximizes future opportunities and possibilities. Fosters a growth mindset.

**Builds Trust**

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

**Thinks and Acts Strategically**

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based a clear set of values. Develops effective networks and partnerships both internally and externally. Actively refers to the University's strategy and contributes to

the student experience.

**Personally Effective**

Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review.

**KEY RELATIONSHIPS (Internal & External):**

Pro Vice-Chancellor (PVC/Executive Dean) and members of the senior leadership team, Head of School, Deputy Dean, Associate Deans, Faculty Operating Officer, other Heads of Schools.

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Thorough understanding of HE sector in the UK.
- Good knowledge of key policy issues at institutional, national and sector-wide level
- Proven track record of teaching and programme delivery excellence.
- Proven track record of enhancing educational and wider student experience outcomes for students.
- Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence.
- Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training and supporting their development.
- Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work.
- Working knowledge of quality assurance/ enhancement and academic standards.

#### Desirable Criteria

- N/A

### SKILLS:

#### Essential Criteria

- Excellent leadership skills, including the ability to motivate a large and diverse workforce to achieve high levels of individual, team and organisational performance.
- A broad understanding and appreciation of common and unique aspects of teaching, professional practice, and research in the school
- Well-developed organisational and management skills.
- Well-developed interpersonal and communication skills with the ability to motivate and influence others.
- Capacity to listen and consult, good negotiation skills.
- Strong decision-making skills, able to assess information accurately and effectively, and take ownership of results.
- Well-developed project management skills and the ability to use innovation and creativity to solve complex problems.

#### Desirable Criteria

- N/A

### QUALIFICATIONS:

**Essential Criteria**

- PhD degree or equivalent professional practice experience in a relevant subject.
- Fellow, Senior Fellow of HEA, or significant teaching experience.

**Desirable Criteria**

- Postgraduate teaching qualification

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.