

JOB DESCRIPTION

Title Head of Medway School of Pharmacy

Base Universities at Medway Campus, Chatham

Responsible for The academic, administrative and financial management of the School

Job Summary

1. To provide academic leadership within the Universities and the School to further develop and support Pharmacy, Pharmacology and related education and research at Medway.
2. To manage, lead and develop School of Pharmacy staff.
3. To lead the development of the teaching and research activity of the School, in association with a range of partners including the General Pharmacy Council, the NHS and the Local Health Economy.
4. This post does not require the successful applicant to be a Pharmacist, but they must show an understanding of the profession sufficient to be able to convincingly lead a School of Pharmacy.

Key Responsibilities

1. School of Pharmacy Portfolio of Taught Programmes

The Head of School will have lead responsibility for the design and delivery of an innovative portfolio of taught undergraduate and postgraduate programmes in association with key partners from the Universities of Kent and Greenwich, the General Pharmaceutical Council, NHS and the Local Health Economy. The post will require a willingness to engender innovative curriculum developments matched to the current rapidly changing needs of the healthcare and scientific professions.

2. Research

To design and deliver, in conjunction with the Director of Research, a research strategy for the School based on international research excellence which includes growing external income, supporting and encouraging staff to publish high quality REF standard publications, building on existing strengths within the School and working with both Universities and external partners.

3. Strengthen and Expand External Partnerships

The Head of School, with high-level institutional support, will play a major role in continuing the partnerships between the School and the General Pharmaceutical Council, local pharmaceutical industries and health agencies including the Department of Health, the NHS South East Regional Office, the Strategic Health Authorities, NHS Trusts and Primary Care Groups and Trusts. The Head will play a critical role in the external promotion of the School and will be expected to continue the excellent links already established with each of these partners.

General Duties

The Head will have the following responsibilities.

- Provide academic leadership within the School by setting an example of good academic practice and by shaping the direction and development of the School's portfolio of teaching, research and consultancy, including external links both nationally and internationally.
- Act as the manager accountable for the School's resources. This includes overall line management responsibility for all the School's staff and the planning and control of expenditure against agreed budgets.
- Exercise responsibility for the overall quality of the School's academic portfolio including managing the School's response to internal and external quality review processes and to ensure accreditation by the appropriate professional bodies
- Work together with the School's senior team to establish and maintain effective communications at all levels within the School and to develop an ethos based on collegiality and teamwork.
- Contribute to the central management of the University of Greenwich as a member of the Executive Committee and Academic Council. This role includes acting in a corporate capacity in line with the operation of University policies and procedures, where appropriate, covering such matters as the recruitment and development of staff and disciplinary procedures for staff and students.
- Contribute to the leadership team of the faculty of Engineering and Science including sitting on the faculty's management team and on faculty board.

In addition, as a joint appointment with the University of Kent, you will:

- Contribute to the central management of the University of Kent as a member of the University management team and Senate. This role includes acting in a corporate capacity in connection with the operation of University policies and procedures, where appropriate, covering such matters as the recruitment and development of staff and disciplinary procedures for staff and students. The normal reporting line for a HoS at Kent is through the Dean of the Faculty of Science and the Senior DVC (responsible for all academic staff).

Duration: The post combines being Head of School with a substantive personal professorship. The HoS role will be of 3 years' duration in the first instance with a possibility of a further 3 years and afterwards the successful applicant will continue in the School as a permanent staff member.

PERSON SPECIFICATION

| | Essential | Desirable |
|--------------------------|---|--|
| Qualifications/Education | <ul style="list-style-type: none"> Have an academic degree at PhD level or above. | <ul style="list-style-type: none"> Registrant of the General Pharmaceutical Council |
| Skills/Knowledge | <ul style="list-style-type: none"> A thorough knowledge and understanding of the pharmacy profession, its function, organisational arrangements for service delivery and research and development with the Department of Health/NHS. An understanding of the links and collaborative approaches between HE and the pharmacy industry and NHS. | |
| Experience | <ul style="list-style-type: none"> Substantial management experience within a higher education setting A substantial research and fundraising track record in academic research/enterprise activity A demonstrable personal reputation in the field at a high level of international excellence. A substantial track record of publications at a leading international level. A proven track record of leadership, vision and a clear sense of direction. Experience of leading on strategic plans and developments. Experience of effectively managing budgets, resources and business planning processes. Experience of managing, motivating and developing staff. Must meet the university requirements for appointment to the post of Chair. | |
| Personal Characteristics | <ul style="list-style-type: none"> The ability to influence and negotiate at all levels within the Universities and externally. The ability to lead and motivate staff. Excellent interpersonal skills, both written and verbal. | <ul style="list-style-type: none"> Experience of negotiating at a senior/strategic level. An interest in multi-disciplinary inter-professional working and learning. |

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| | <ul style="list-style-type: none">• The ability to deal with difficult situations/people with tact and diplomacy. | |
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