

JOB DESCRIPTION

Job Title:	Head of School	Grade:	Senior Management Scale
School:	Medway School of Pharmacy	Date of Job Evaluation:	N/A
Role reports to:	Deputy Dean / Pro Vice-Chancellor (PVC/Executive Dean)/Director of Division		
Direct Reports	Deputy Head of School, and senior School team		
Indirect Reports:	To be confirmed by Pro Vice-Chancellor (PVC/Executive Dean)		
Other Key contacts:	Pro Vice-Chancellor (PVC/Executive Dean) and members of the senior leadership team, Deputy Dean, Associate Deans, Faculty Operating Officer, and other Heads of Schools <i>and</i> colleagues in Kent, Director of the Division and Director of Operations for Division of Natural Sciences & Deputy Vice-Chancellor - Academic Strategy, Planning and Performance.		
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:

Provide strategic and operational leadership for the School that covers a wide range of activities within the broad discipline of Pharmacy and aligns with the overarching strategies of both governing Universities.

Provide strong academic leadership and vision for the School driven by a commitment to Teaching and Student Experience, Research and Knowledge Exchange and civic engagement.

Provide 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 authorities.

Manage the research strategy for the School based on international research excellence which includes growing external income, supporting and encouraging staff to publish high quality publications, building on existing strengths within the School and also working with both Universities and external partners.

Oversee the day-to-day budget and planning for the School.

Act as an advocate for change, setting and meeting targets and KPIs, adapting to challenges and influencing staff in the School to support the delivery of its strategic priorities.

Deliver against the vision and values of the Memorandum of Understanding in the full spirit of collaboration to further advance the Education, Research and Civic mission of both the University of Kent and the University of Greenwich.

KEY ACCOUNTABILITIES: Given the school metrics will feed in to both university metrics and returns this section needs to reflect the joint governance and make appropriate ref to kent governance structures too

Strategy Development and Delivery

- Work with the Pro Vice-Chancellor (PVC/Executive Dean) /Deputy Dean/Director of Division to develop and deliver on the School's strategic priorities.
- Work with Pro Vice-Chancellor (PVC/Executive Dean) / Deputy Dean, Director of Division and financial structures (UMFIG) to prepare and manage School budget and resource planning.
- As a member of the Faculty's/ Divisions senior leadership/executive team, support the development, deployment and delivery of the relevant strategy and business plans.
- Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies, KPIs and targets at School level.
- Lead on the strategic goals of both of the partner organisations ensuring parity, communication and a collaborative environment.

Professional Leadership

- Act as an adviser to the Pro Vice-Chancellor (PVC/Executive Dean) / Deputy Dean/ Director of Division on relevant areas of responsibility, ensuring that expert professional knowledge is maintained and shared across both Universities.

School Management and Planning

- Under the direction of the Pro Vice-Chancellor (PVC/Executive Dean) / Deputy Dean, Director of Division and working within UMFIG (or equivalent), plan, organise, monitor and review the business operations, resources and income generation for the School in order to deliver its aims and objectives.
- Make efficient and effective use of the resources allocated to the School to generate an environment that promotes excellence in education, research, and engagement.

People Leadership and Management

- Manage, develop, provide leadership to the Deputy Head of School and School Management Team.
- To lead and motivate cross functional groups of people across the School in order to secure a high level of individual, team and organisational performance
- To provide EDI leadership to the School.
- Monitoring staff workload and manage staffing issues, ensuring all relevant HR policies and processes are applied within the School/ as appropriate
- Ensuring a coordinated and principled approach to inform the planning of study leave and teaching cover.

Project Management

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

Teaching and Student Experience/ Research and Knowledge Exchange

- Embedding the following principles into the work of the School:
 - 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; and
- 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 School:
 - 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 across the institution.
- Contribute to, and support the development of, research and knowledge exchange across the institution and prepare for the next REF submission .
- Act effectively in response to relevant data sets (e.g. retention data, NSS, PTES, PRES, national league tables) to ensure high student satisfaction.

Brand Ambassador and Advocate

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

Governance

- Ensure that the School complies with legal requirements, and with both Universities instructions, decisions, policies and procedures.

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.
- Ensure that the key elements of the working relationship that underpins the collaboration and memorandum of understanding are upheld, monitored and improved upon. Proactively working to close gaps and create shared understanding for the betterment of the School.

Representation

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

Core Requirements:

- 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 policies, including 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 practice 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 maximises 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 Deputy Dean and Director of Division 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, Deputy Dean, Associate Deans, Faculty Operating Officer, other Heads of Schools *plus* colleagues in Kent, Director of the Division and Director of Operations of The Division of Natural Sciences & Deputy Vice-Chancellor - Academic Strategy, Planning and Performance.

PERSON SPECIFICATION
Experience

- Significant experience at senior manager level within an education or industry -based organisation of comparable size and complexity.
- Significant experience of strategic and operational leadership in Education or Industry.
- Substantial record of academic achievement across teaching, research and/or professional practice in a relevant subject area.
- Evidence of talent development through mentoring, and training, and of building effective teams.
- Experience of leading education or subject level projects and initiatives, and of developing business cases to support them.
- Proven track record of developing and implementing education or student experience strategies and policies
- Working knowledge of quality assurance/ enhancement and academic standards
- Experience of managing a high level strategic relationship between to invested organisations

Knowledge and Skills

- 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.

Qualifications

- PhD degree or equivalent professional practice in a relevant subject

Desirable

- Postgraduate teaching qualification or
- Fellow, Senior Fellow of HEA, or significant teaching experience.

Personal attributes

- A commitment to delivering our values of inclusive, collaborative, and impactful.

- Respect for the purposes of the two Universities and a belief in, and commitment to, the role of higher education in society.