

## Leeds Beckett University – Job Description

<b>Faculty/Service</b>	<b>School of Health</b>
<b>Post Designation</b>	<b>Head of Nursing</b>
<b>Grade</b>	<b>10</b>
<b>Post to which directly responsible</b>	<b>Dean of School</b>
<b>Posts for which directly responsible</b>	<b>Designated staff within the subject area</b>
<b>Purpose of Job</b>	
<p>The Head of Subject will provide the academic leadership for the Nursing subject area and be the advocate for their subject/discipline. This includes responsibility for academic leadership, development and delivery of education and research, and overall management for the subject group to deliver enhancement of Nursing working in support and under the leadership, management and direction of the Dean of School.</p>	
<b>Responsibilities</b>	
<ol style="list-style-type: none"><li>1. To provide academic leadership of the subject area and contribute to the development and delivery of a School strategy as a member of the School Executive Team.</li><li>2. To be an advocate for the subject area and actively promote the regional, national and international profile of the University, school and subject area.</li><li>3. To be responsible for the assurance and enhancement of academic standards and quality of taught courses and curriculum within the subject area.</li><li>4. To be responsible for the development and quality of research delivered within the subject area – through subject, School and University wide initiatives</li><li>5. Manage the financial performance of the subject group; managing the expenditure to delivery key outcomes, and seeking new opportunities across teaching, research, enterprise, and CPD provision.</li><li>6. Establish an inspiring, supportive and collegial working environment within the subject area with high levels of engagement</li><li>7. Line manage and develop staff in the subject area taking responsibility for induction, probation, performance and development reviews, staff development, performance management, workload planning and other relevant HR processes.</li><li>8. Promote effective cross disciplinary working between subjects in and beyond the School.</li><li>9. Make a personal contribution to our academic excellence through the delivery of teaching, research and scholarship.</li><li>10. Develop relationships with appropriate external stakeholders, Professional Statutory and Regulatory Bodies, and represent the University externally as agreed with the Dean of School.</li><li>11. To undertake other appropriate responsibilities as required by the Dean of School.</li></ol>	
<b>Equal Opportunities</b>	
<p>We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.</p>	
<b>Safety, Health and Wellbeing</b>	

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

### **Physical Conditions**

You will be based at the City Campus

### **Relationships**

You will work closely with colleagues as a member of the School Executive Team within the School and across the University. You will also maintain and develop links with colleagues externally.

### **Terms & Conditions**

Terms & Conditions of Service for Senior Staff are as determined by the Vice Chancellor within a framework set by the Board of Governors.

Grade 10 salary band with the ability to offer higher for the right candidate.

Annual leave entitlement is 38 days.

### **Probationary Period**

Appointment to this position may be subject to a probationary period of up to 12 months in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

### **Pre-employment Health Assessment**

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

### **Qualifications**

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

## Leeds Beckett University – Employee Specification

Post Title	Head of Subject	Grade 10
<b>Qualifications, Skills, Experience &amp; Knowledge</b>		<b>Essential</b>
1. Possession of a doctoral qualification in an area relevant to the subject area.		Desirable
2. An established record of teaching and research or professional practice related to the academic subject area and sufficient credibility to lead the subject area.		✓
3. Extensive knowledge of the UK and international Higher Education environment, key issues affecting the subject area, and the relevant Professional, Statutory or Regulatory Bodies.		✓
4. Evidence of ability in and experience of effective management of human, financial and physical resources.		✓
5. Evidence of experience in leading curriculum development including a sound understanding of the appropriate quality assurance processes.		✓
<b>Performance Attributes</b> Please note that all the following criteria are <b>essential</b> .		<b>Method of Assessment (Application/ Interview)</b>
<b>PLANNING &amp; ORGANISATION</b>		
6. A successful track record in translating strategic priorities into practical outputs, identifying and pursuing key priorities and establishing key performance indicators to monitor and measure performance.		Application/Interview/Other
<b>SERVICE DELIVERY</b>		
7. A proven commitment to the delivery of a high quality student experience, actively seeking and acting on feedback in order to ensure continuous improvement and the enhancement of our academic delivery.		Application/Interview/Other
<b>TEAMWORK</b>		
8. Evidence of the ability to lead, motivate, manage and equip teams to achieve challenging goals and adapt effectively to a fast changing environment. Evidence of effective teamworking skills including the ability to make an active contribution to leadership and the ability to work collaboratively across teams to identify and pursue shared goals.		Application/Interview
<b>COMMUNICATION</b>		
9. Well-developed interpersonal skills including the ability to persuade and influence groups and individuals and establish effective working relationships with a wide range of internal and external stakeholders.		Application/Interview/Other
<b>CREATIVITY &amp; INNOVATION</b>		
10. A proven ability to identify and implement new opportunities, new ways of working and creative solutions to complex problems using effective management information to underpin analysis and informed decision making.		Application/Interview