UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Deputy Head of School
DEPARTMENT	School of Health and Care Science
LOCATION	Lincoln Campuses
JOB NUMBER	CSS107 **GRADE** Grade 10 **DATE** January 2025
REPORTS TO	Head of School

CONTEXT

The School of Health and Care Sciences is an extremely successful school delivering education to over 2200 undergraduate, postgraduate and apprentcieship students across a range of registered health and care professions (nursing, midwifery, pharmacy, social work, paramedics, physiotherapy, occupational therapy, speech and language therapy and diagnostic radiography) and associated subject areas. We have a vibrant interprofessional research community led by Professors whose focus is on research that is embedded within the community to enhance peoples health and wellbeing and to reduce health inequalities.

Our leadership team currently comprises of 2 deputy heads of school and a number of associate professors who have focused leadership and line management responsibilities. Our team works collaboratively to support staff to ensure an excellent student experience and to enable the School to deliver on the university's strategic plan. The school is ambitious but has a strong values based ethos. Our focus is to support the development and transformation of the future health and care workforce by ensuring that our graduates are equipped with the skills and innovative thinking to deliver and transform services to enhance care and outcomes. We are forward thinking and committed to inter-professional and collaborative working in teaching and research. We seek to further develop our research, to diversify the portfolio funding streams, to grow our provision, enhance the accessibility of our programmes and to engage in more consultancy work.

The School of Health and Care Sciences has excellent relationships with key partners within the Lincolnshire ICS, regional and national stakeholders integral to the development of the health and social care education agenda, and the provision of a highly skilled workforce.

JOB PURPOSE

The Deputy Head of School will form part of the leadership team for the School of Health and Care Sciences. They will work with the Head of School and other Deputies to take a strategic approach to the schools portfolio and activities in order to contribute to the Universities strategic goals and ambition to be a top 40 institution.

They will take a strategic approach to prioritising and ensuring that staff are able to deliver high quality programmes and activities within available resources, to achieve an excellent student experience and positive graduate outcomes.

The post holder will ensure that the school engages in innovative learning and teaching methods which are of high quality and engender a positive learning environment for our students. They will ensure that the student experience and student voice is central to our programme delivery; and that our programmes meet professional and statutory body requirements.

They will facilitate staff to problem solve and innovate and to identify areas for portfolio development and innovation.

The post holder will work to ensure that the schools meets its recruitment and external income generation targets; and to support the further development of research and a research culture across the school.

The post will have line management responsibilities and will ensure that staff are able to work to a high standard, effectively and efficiently, in cohesive and respectful teams.

This Deputy Head of School post will work with external stakeholders and partners to ensure that the portfolio and developments meet local, regional and national needs and is responsive to established and emerging funding streams.

In addition to leading areas of agreed responsibility the Deputy Head of School will engage in teaching, research and scholarly activity in a relevant discipline within the School.

This area of allocated responsibility may vary over time according to school and university business priorities; changes will be agreed between the post holder and the Head of School.

KEY RESPONSIBILITIES

Academic Management

- Undertake overall delegated responsibility for delivering improvements and outcomes of identified portfolio areas and responsibility for selected cross cutting streams of activity within the School. These delegated activities will be agreed between the Head of School and the Deputy Heads of School and will depend on the skills, expertise and interests of the post holder. Such responsibility streams may include: quality, teaching and learning; practice learning and simulation; recruitment and outreach; apprenticeships; post-registration education and income generation.

- Chair and/or contribute to relevant Committees and meetings within areas of delegated responsibility.

- Contribute to the development and implementation of a clear vision and strategy for the School.

- Understand, interpret and respond to metrics affecting the school. Develop and lead initiatives to deliver improved school performance

Deputising for the Head of School

- Deputise for the Head of School, including representing the School at School, College and/or University level as required and appropriate, and at relevant external forums.

People Management

- Line manage staff aligned with areas of responsibility, as allocated and agreed with the Head of School. This may include but is not limited to:

  - Setting standards, targets and goals

  - Managing individual staff performance including, reviewing progress against agreed targets, conducting appraisals and managing staff through processes for improving performance where necessary

  - Co-ordinating, supervising and managing the induction and probation for new staff

  - Workload planning and allocations for individuals in line with the School and University workload allowances, final agreement of workload remains with the Head of School

  - Managing absence including conducting return to work interviews

  - Agreeing and co-ordinating team and individual development plans

- Manage administrative and reporting processes where relevant, such as annual leave, sickness absence reporting, and conference attendance.

- Undertake investigations involving student complaints, allegations of student misconduct, or academic irregularities/offences as delegated by the Head of School

- Undertake investigations into allegations of staff misconduct, grievances and allegations of harassment and bullying as delegated by the Head of School.

- Contribute to the implementation of staff development activities including mentoring, peer review of teaching and research sabbaticals

Resource Planning and Management

• Assume responsibility for aspects of resource planning and management for the School. This may include but is not limited to:
 	
   - Overseeing the recruitment of hourly paid staff within the School
 	
   - Co-ordinating and overseeing workload planning and allocations, including workload conversation with staff, ensuring the effective deployment of academic staff including balancing of academic duties
 	
   - Co-ordinating and overseeing timetabling and effective management of allocated space
 	
   - Managing the effective maintenance, acquisition and deployment of curriculum resources and equipment
 	
• Ensuring compliance with Health and Safety regulations for areas of responsibility
 	
• Support the development and implementation of systems and processes to enhance the efficiency of activity within the school.

Teaching and Research
• Engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time. • Undertake scholarly activity or research in an appropriate subject area, including where appropriate, research publications and generation of external research income generation.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	**External**
- Head of School - Deputy Head - PVC, Head of College - Academic Staff in the School (Professors, Readers, PLs, SLs and Ls) - Student Representatives - Members of the College Management Team - College Administrators, including marketing and finance - Director of the International Office, Professional Development Unit, Learning and Teaching Institute - Key internal professional support services such as, Research and Enterprise, HR, Registry, Estates, Admissions, Secretariat, OQSP, Marketing and Student Services.	- External examiners - Relevant local, regional, national and international organisations - External employers and placement providers - Research Councils and other research-funding bodies - Professional and Statutory Regulatory and Accrediting bodies and relevant learned societies - Overseas partner institutions - Local research and teaching partners and stakeholders

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Deputy Head of School	JOB NUMBER	CSS107

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
First degree or equivalent professional qualification	E	A
Masters degree or equivalent	E	A
PhD or equivalent in relevant discipline OR in working towards PhD	D	A
HE Teaching qualification or recognition eg SFHEA	E	A
Registration with relevant professional body aligned with the schools portfolio of programmes (e.g. HCPC, GPhC, NMC, Social Work England).	D	A
Experience:		
Experience of developing, leading and managing initiatives which contribute towards delivering improvements against key targets, in the following areas: • Teaching and learning innovation • Workforce development • Research and scholarship • External income generation • Marketing, external relations and recruitment	E	I
HEI experience of delivering excellent innovative teaching at undergraduate and postgraduate level	E	I
HEI experience of undergraduate and postgraduate programme portfolio development	E	I
Expereince of working outside of own professional area and across different profession portfolio	E	A/I
Experience of working with and using metrics that impact on the performance of the School	E	I
Track record of undertaking research or scholarly activity that produces outputs in a relevant discipline	E	A/I
Experience of PhD supervision	D	A/I
Experience of obtaining funding for consultancy, scholarly or research projects and of managing them effectively	D	I
Experience of international student recruitment and international partnership development	D	I
Experience of working with professional and statutory regulatory bodies	D	A/I
Skills and Knowledge:		
In depth knowledge of the higher education sector	E	A
Knowledge of the integrated health and social care workforce transformation agenda	E	I

Demonstrable ability to lead, influence, motivate and develop others	**E**	**I**
Organisational ability, including good time management skills	**E**	**I**
Ability to think strategically, and to formulate initiatives for developing and improving outcomes for the School	**E**	**I**
Ability and willingness to deputise for the Head of School when required	**E**	**I**
Ability to oversee and monitor appropriate research and consultancy development strategies	**D**	**I**
Ability and willingness to contribute to teaching at an appropriate level	**E**	**I**
Key Competencies, Personal and Leadership Attributes:		
Ability to build good working relationships with key colleagues in the School, College and elsewhere in the University	**E**	**I**
Ability to build good working relationships with external stakeholders and strategic partners locally and nationally	**E**	**I**
Ability to work collaboratively to achieve agreed outcomes	**E**	**I**
Ability to establish academic and professional credibility	**E**	**I**
Enthusiasm for teaching, scholarly activity and research within the range of subjects found in the School	**E**	**I**

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Prof Kate Grafton	**PBP**	AH