



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of the School of Healthcare
Faculty of Medicine and Health**



Salary: Grade 9 - Grade 10, competitive salary

Reporting to: Executive Dean of Faculty

Reference: MHHEA1259

Closing date: 13 October 2024

Applications are welcomed from clinical and non-clinical applicants.

We are open to discussing flexible working arrangements.

Overview of the Role

Do you have the strategic vision and leadership strengths to shape the School through inspiring, motivating and developing staff to achieve their full potential? Are you passionate about delivering world-leading research and an exceptional student experience? Do you have the vision and creativity to be part of the development of the Faculty's Education vision?

You will lead and manage the School of Healthcare, maximising strategic opportunities arising from the changing landscape of higher education and the University's strategic plan, whilst leading and delivering excellence in research and education.

You will be joining the Faculty leadership team at an exciting time as we develop our vision and strategy for student education, creating the learning environment for students to be multi-professionally trained, and build on the faculty's ambitions in relation to the national education and workforce agenda for health and social care.

You will be an active member of the University's Leadership Forum and the Faculty of Medicine and Health Executive Committee, promoting a coordinated approach to delivering innovative strategic academic development. You will be taking on a significant and complex leadership role in the Faculty, and must be able to lead with a clear vision, engaging others across the School, Faculty and University.

You will have the leadership skills, ambition and creativity to take forward the development and delivery of the School's academic strategy and objectives. You will thrive on working collaboratively in a busy and dynamic environment to enhance the reputation of the School with a focus on quality and excellence. You will be a role model for the University core values of inclusivity, integrity, collaboration and compassion, and demonstrate courage in how you implement them.

Academic credibility is essential. You will have a sustained track record of excellence in research and/or student education, combined with excellent skills in team working and collaboration.



Main duties and responsibilities

University and Faculty Responsibilities

- Actively contribute to the University's strategy and performance through membership of the Leadership Forum, University level committees and groups, and the Faculty Executive Committee, with a direct reporting line to the Executive Dean of the Faculty;
- Work collaboratively with your Faculty leadership colleagues to ensure decisions and strategic planning are made in the best interest of the University and Faculty as a whole;
- Work in partnership with the Faculty Pro-Deans (for Student Education, Research and Innovation, and International), the Deputy Deans, other Heads of School and Institute, the Faculty Operations Director and Professional Service leads to develop and deliver the Faculty's academic strategies;
- Lead programmes of work to successful delivery as requested by the Executive Dean, and Deputy Deans and act for the Executive Dean as necessary;
- Represent the University and Faculty regionally, nationally and internationally, influencing external developments and sustaining partnerships to enhance our external profile and generate benefits for the University as a whole;
- Actively role model courageous, values-driven leadership and lead a culture that enhances staff and student wellbeing.

School Leadership

- Provide strategic vision, direction and inspirational leadership for the academic development and delivery of the School's plans;
- Support and promote collaboration across all academic activities;
- With the Faculty Executive work to meet the University's Key Performance Indicators in Education, Research, and Equity, Diversity and Inclusion;
- Promote excellence in student education with a focus on the student experience and measurable outcomes;
- Demonstrate a commitment to reducing inequalities in higher education, to ensure the academic success of all our students, including the reduction of attainment gaps;
- Develop and maintain an excellent partnership with our external collaborators, including NHS partners, in leading and promoting excellence in clinical training;
- Support and encourage excellence in research, innovation and impact, providing an enabling environment through enhancing research culture;



- Support and deliver the international strategy and objectives through engagement in building a strong international profile for the School and promoting its reputation and impact;
- Take responsibility and accountability for the overall performance of the School through its finances and cost control, staff and structures, processes and procedures, monitoring performance against plans;
- Demonstrate leadership in and personal commitment to improving equity, diversity and inclusion, including engagement with the Athena Swan charter for gender equality;
- Lead, manage and support the development of all School staff, ensuring that talent management and succession planning are delivered, and promoting service excellence, quality enhancement and staff wellbeing;
- Work collaboratively with professional service leads to ensure the delivery of high quality student and staff experiences;
- Ensure that appropriate structures and mechanisms are in place for the effective leadership of the School, and lead the School Management Team comprising academic and professional service leads;
- Ensure the effective implementation of the University's health, safety and wellbeing policies and management systems within the School and support our sustainability agenda.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

As Head of School, you will have:

Essential

- Experience of academic leadership within a Healthcare setting, with a clear vision and the ability to engage others in that vision;
- The ability to respond flexibly and with resilience to the demands of delivering a complex leadership role, and respond positively to changing priorities;
- A breadth and depth of academic expertise in research and teaching, including the clinical interface, to build credibility and influence at all levels, internally and externally;
- Knowledge of the University's strategic objectives and Key Performance Indicators with a understanding of the School's role in their delivery;



- Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, engage a range of stakeholders and deliver change;
- A highly developed awareness of internal and external political issues as well as higher education and public health regulation with proven ability to operate effectively within these different environments;
- Evidence of effective and appropriate delegation, providing and responding to constructive feedback, monitoring and addressing performance, dealing with inappropriate behaviour, and building trust and teamwork;
- Evidence of success in delivering results, effectively managing people, finances, and other resources to achieve these.

Key Attributes

- Significant creativity and judgement and the willingness to suggest and try new and creative approaches to problems;
- Communication skills with the ability to build and maintain effective and productive working relationships internally and externally;
- A commitment to creating an environment for staff and students that is actively inclusive, promotes equity, and supports diversity.

Terms of Appointment

As part of our ongoing recognition of, and commitment to, leadership roles at the University of Leeds, senior leadership appointments are made on an ongoing (not termed) basis. These roles require significant focus and will require the post holder to use their judgment as regards the allocation of their time. However, we would ordinarily expect leadership responsibilities in such senior roles to absorb circa 0.8 FTE, leaving the remainder of time for the pursuit of your academic activity. Any additional support will be by negotiation with the Faculty Executive Dean.



How to apply

You should apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Your application should include the following:

- A single **statement** providing your vision for the School and how you believe your existing knowledge and expertise equip you to carry out the role;
- A **curriculum vitae**, detailing your qualifications and experience.

Referees will only be approached after an offer is made and only with your consent.

To explore the post further, or for any queries you may have, please contact:

Professor Mark Kearney, Executive Dean, Faculty of Medicine and Health

Email: M.T.Kearney@leeds.ac.uk

Additional information

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Medicine and Health we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



You can also find further information about the Faculty and School in the links below:

Faculty of Medicine and Health

<https://medicinehealth.leeds.ac.uk/>

School of Healthcare

<https://medicinehealth.leeds.ac.uk/healthcare>

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Criminal Record Information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

