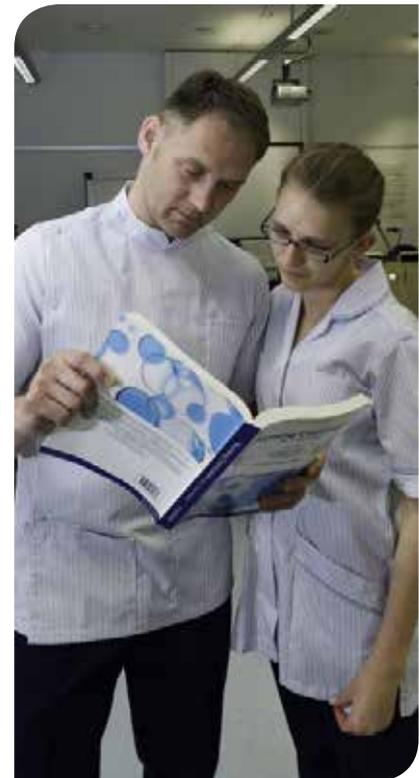




Minerva



Dean of Health Sciences

Further Particulars

School of Health Sciences

Faculty of Medicine and Health Sciences

Introduction

Founded in 1963, the University of East Anglia (UEA) is an internationally renowned University with a reputation for great teaching, an unrivalled student experience, and research with real impact. The University is ranked in the top 200 universities in the Times Higher Education 2019 world rankings, top 15 of UK Universities in the Times and Sunday Times Good University Guide 2019 and holds TEF Gold status.

The University is now looking to appoint a new Dean for our School of Health Sciences, which sits within the Faculty of Medicine and Health Sciences. The Faculty delivers world class research, with more than 85 per cent of its research rated as 'world-leading' or 'internationally excellent' in the most recent REF.

The School itself delivers programmes and research in a range of nursing, midwifery, allied health and therapeutic disciplines. It is one of the very best in the country for innovative teaching with a strong emphasis on problem based learning and patient contact, and outstanding links to the NHS and other key partners.

Reporting to the Faculty Pro-Vice Chancellor, the Dean of School role will be an exciting opportunity to lead the School through its next phase of growth and development. The Dean will be required to provide strategic and academic leadership and play a key role in supporting the School's management activities. The appointed individual will be expected to maintain significant activity within their own field of expertise, and work closely with colleagues across the School and beyond in fostering interdisciplinary initiatives. A key aspect of the role will involve strategic engagement with regional and national partner organisations and stakeholders. The incoming Dean of School will be an accomplished senior academic in their own field, and a collegial academic who will have previously held or currently holds a senior leadership role.

ABOUT THE UNIVERSITY

The University is located in 362 acres of beautiful parkland, yet is just two miles from the centre of the vibrant cathedral city of Norwich. It offers undergraduate and postgraduate degrees across the arts and humanities, science, the social sciences, medicine and health sciences.

UEA's commitment to interdisciplinary work provides an ideal environment for world-leading research. It has broken new research ground in social sciences, science and the humanities, enabling the Norwich Research Park (NRP), on which the campus lies, to become one of Western Europe's centres of excellence in life and environmental sciences research. The NRP is an internationally-recognised community of world-ranked partner research institutions, higher education and technology-based business, including the John Innes Centre, the Sainsbury Laboratory, the Quadram Institute, Earlham Institute and the Norfolk and Norwich University Hospitals NHS Foundation Trust.

This wealth of expertise positions the University and its partners to make a unique contribution to tackling the grand challenges of the 21st century and has fuelled the swift rise in Norwich's research power, now outranked in citation indices only by London, Oxford and Cambridge. £175mn funding has been secured for ongoing investments in coming years. A total of £300mn will be invested by 2030.

In responding to the imperative for universities to intensify their public and entrepreneurial engagement, UEA has been at the fore in embedding Enterprise and Engagement as formal parts of the criteria for academic promotion. A new NRP Enterprise Centre, designed to be the most energy-efficient building in the country, was opened in 2014. It grows from and adds momentum to UEA's drive to develop a strong culture of enterprise and entrepreneurial activity across the institution, maximising employability, extending links with local business communities and diversifying income for the University.



The School of Health Sciences

The School

The School of Health Sciences' overarching aim is to resolve health challenges through the advancement of knowledge and interdisciplinary working.

This will be achieved through dedicated academic research and scholarship, the provision of high quality education programmes to prepare health practitioners and leaders and a focus on specific health challenges through high quality research and translational partnerships.

The School values equally the education and research achievements of all academic staff. Our research reputation and achievements provide us with a solid foundation for further development of our national and international research profile and consequent increase of our research power and intensity. Our education strategy is hinged on our ability to offer a high-quality learning and teaching experience, within a culture of health sciences research, to students and practitioners at all levels; undergraduate, post graduate taught and post graduate research.

We remain mindful of the continuing pace of change and financial constraints within the health and social care sectors. Strengthening effective relationships with our strategic partners across the East of England and beyond continues to be a priority for us. These relationships involve engaging in research to ensure research findings are implemented into professional practice to improve patient care and healthcare outcomes. Most importantly, these collaborative relationships are crucial to ensuring current and future workforce requirements are met with confident, competent and individual-focused practitioners.

Our Education

Our intention to grow student numbers is concordant with University of East Anglia's strategic plan. Future student growth in health sciences needs careful management to ensure the quality of student experience is maintained while meeting the University's strategy for student growth, increased research strength and future health and social care workforce requirements.

Our planned growth is not only in our pre-registration programmes. We continue to plan for an increase in our post graduate taught and post graduate research numbers and ensure their studies are linked to one of our three research areas.

As the title of our School indicates we aim to ensure our research and education provision represents our combined expertise in health sciences. This means we work across disciplinary boundaries while recognising the distinctiveness of individual disciplines.

Our educational provision is built on evidence-based and research-informed teaching, innovative curriculum design and an excellent student experience. The graduates we produce are skilled, creative, intellectually adept and employable practitioners, health and social care leaders and contributors to future knowledge. Their attributes enable them to make a significant contribution to society, professionally, morally and economically, and to contribute to the global pool of knowledge addressing 21st century health challenges.

The education provision in the School of Health Sciences is highly regarded by both students and employers. A number of our pre-registration programmes are repeatedly ranked in the top 5 in the country, and high levels of student satisfaction are consistently reported in relation to the quality of our programmes in both the National Student Survey and Postgraduate Taught Experience Survey each year.

We will support colleagues to engage with the national agenda in health education and training, embracing change to enhance our provision and playing a strategic role in the evolution of the healthcare workforce of the future.

Our Research (<https://www.uea.ac.uk/health-sciences/research>)

The knowledge we produce through research aims to develop practice-based interventions, new technologies and systems of care delivery, contributing to better health outcomes, health and social care practice and public policy. The transfer of knowledge we produce through research also aids economic growth and wealth creation. The conduct and dissemination of research connects us internationally, enabling the School of Health Sciences to be a contributor to global knowledge addressing 21st century health challenges. Research in the School of Health Sciences informs and underpins our teaching thereby contributing to producing skilled, intellectually adept and employable practitioners and health care leaders.

The quality of Health Sciences' research activity is evidenced by the results of the UK 2014 Research Excellence Framework (REF). A significant proportion of our research outputs (90%) submitted to the Nursing and Allied Health Professions unit of assessment (UOA3) were rated as "internationally excellent" (3* = 53.9%) or "world leading" (4* = 37.3%).

Building on this success we have invested in research-focused academic staff which has enabled a focus on interdisciplinary research with impact in three key research groups with each group containing a number of themes:

Dementia and Complexity in Later Life

<https://www.uea.ac.uk/health-sciences/research/research-groups/dementia-and-complexity-in-later-life>

Health Promotion <https://www.uea.ac.uk/health-sciences/research/research-groups/health-promotion>; and

Rehabilitation <https://www.uea.ac.uk/health-sciences/research/research-groups/rehabilitation>

The Post

Dean of Health Sciences

Post Title:	Dean of Health Sciences
Reports To:	Professor Dylan Edwards, Pro-Vice Chancellor (PVC) for the Faculty of Medicine and Health Sciences
Location:	School of Health Sciences , Queens Building 0.04/Edith Cavell Building, Norwich Research Park, UK, Nr4 7TJ
Direct reports:	Seven directors for the areas of: Education strategy; Research; Postgraduate Research (PGR); Employability; Practice Education, Admissions; and Innovation and Continual Professional Development.
Other people post holder works closely with:	Dean of Medical School; Faculty and School Managers. The appointed Dean will be a member of the Faculty Executive, chaired by the PVC, which includes: <ul style="list-style-type: none">• The Deans of the Medical School and School of Health Sciences• The Faculty's Associate Deans of Learning and Teaching, PGR, Research, Innovation and Impact, Admissions, and Employability• Senior Managers including the Senior Faculty Manager, Faculty and School Managers; Human Resources Manager and Faculty Finance Manager

The Post

The Dean of School undertakes a key bidirectional role, translating university policies into action whilst securing the support and commitment of School-based staff and allowing innovation to flourish. The Dean of School is answerable to the Vice Chancellor via the PVC of Faculty for the discharge of these functions, and is a member of the Faculty Executive that supports and advises the PVC. S/he has responsibilities in the following areas:

• Working at a strategic level

Able to think strategically and to establish the big picture, the Dean will be able to articulate strategic vision to a wide range of individuals. This will involve the management of complex issues and problems, the identification of opportunities that enhance reputation and/or financial security and the development of structures and resources, within agreed budgets, appropriate to the delivery of strategic vision. In addition, the Dean must be able to demonstrate understanding of and commitment to the University's equality and diversity agenda. He or she will be a member of the Faculty of Medicine and Health Sciences Executive team.

• Leadership

The Dean of School will provide effective and robust leadership with clear direction to the School and act decisively to ensure that objectives are met. S/he will be expected to delegate tasks while maintaining oversight and responsibility.

• Credibility

The Dean of School will inspire trust and confidence by the way they handle themselves and others. S/he will therefore need to be self-confident, open and fair. It is essential that the Dean is able to understand the needs and motivation of others, but also be able to set individual interests aside and work for the future success of the School and wider organisation. He or she will need to represent and cascade feedback and information to and from the School and Faculty.

• Effective communication

The Dean of School must communicate effectively and persuasively with internal colleagues and external organisations. This will include listening to the views and opinions of others and responding to communication from others in clear, appropriate and timely fashion.

• Working with people

Possessing highly developed interpersonal skills, the Dean of School will be required to relate well to all types of people, altering his or her style according to audience or situation. The Dean of School must act diplomatically and make others feel valued and motivated to contribute and succeed.

• Willingness to embrace change

The Dean of School will recognise the need for managed change. S/he will be required to generate and express ideas and innovation, accepting the reality and requirements of change and promoting the benefits of change to others. The successful achievement and management of change at individual and organisational level will require the Dean to demonstrate appropriate support towards others during consultation, communication, implementation and consolidation of change.

• Planning and organisation

The Dean of School must be effective at organising and managing a considerable workload and demonstrate this ability through the effective prioritisation and management of time and resources and the anticipation of future demands for staff, information and other resources. The responsive and strategic elements of the role will require him or her to quickly identify what is important and act accordingly.

• Management under pressure

The Dean of School will need to remain positive and optimistic when difficult circumstances occur and be resilient in the face of setbacks. He or she may also need to deal with negative feedback and therefore must be driven to succeed even when problems seem intractable.

Key Responsibilities:

- To work at a strategic level, providing leadership and innovation in research, teaching, innovation and continuing professional development and nurturing talent wherever possible
- To represent the School to the University and external constituencies; and the University to the School
- To serve on the Faculty Executive and contribute to the development and fulfilment of the Faculty's strategy and Plan
- To be committed to the development and implementation of university policy and pursuit of the University's corporate objectives, being able to translate these in a School-specific context
- To be a strong and effective communicator both internally and externally and to promote the School's academic reputation
- To develop and work effectively with teams within the School and with colleagues with generic responsibilities (including Associate Deans, University Directors and Research Institute Directors and Clinical Leads in partner NHS Trusts)
- To plan and prioritise tasks within the School
- To manage and organise key processes within the School effectively, in collaboration with the School Faculty Manager and other administrative colleagues.
- Among the main administrative tasks the Dean of School needs to oversee, or participate in, are:
 - o Convening and chairing the School Executive and Board
 - o Chairing the School Promotions Committee and ensuring its compliance with University HR policies
 - o Ensuring that individual appraisal is carried out in accordance with university policy and ensuring appropriate staff development (including sequencing applications for Research/Study Leave)
 - o Appointing, supporting and monitoring the performance of School Directors of Teaching and Learning, Postgraduate Studies, Research, Practice Education, Employability, Innovation, Admissions, and individual Course Directors.
 - o Ensuring cooperation with the Graduate School and Directors of Research centres, both within and outside the School.
 - o Overall allocation of workload and tasks using effective and proportionate methods
 - o Developing and managing acceptable levels of performance and attendance within the School.
 - o Taking appropriate action when an academic staff member is judged not to be performing to agreed standards, in consultation with the relevant Human Resources Manager
 - o Financial planning and monitoring of the School's finances supported by the Faculty Finance Manager
 - o Development of School based plans relating to Teaching and Learning, Research and Innovation and Continuing Professional Development that support the objectives of the University's Corporate Plan and that are consistent with and feed into the Faculty plan
 - o Ensuring that appropriate Health and Safety practices are being followed within the School
 - o Identifying new staff recruitment and development opportunities, including succession planning
 - o Promoting the quality of the student experience, including responding to issues raised by relevant student feedback surveys
 - o Other ad hoc duties that may from time to time be requested by the PVC or other senior university managers.

Person Specification

Dean of Health Sciences

Education, Experience & Achievements

Essential Criteria

- Current holder of an academic post at professorial level
- Experience of securing new income streams, such as the acquisition of significant research grant income or development of major innovative education programmes
- A record of effective senior leadership within a management or strategic role
- A proven ability to work in partnership with others in order to achieve corporate objectives
- A successful track record of senior involvement in both research and teaching development and delivery
- Experience of running large budgets and of maintaining financial probity

Skills & Knowledge

Essential Criteria

- A clear understanding of the criteria by which research and teaching excellence are judged in the UK
- Negotiating skills
- Excellent interpersonal skills combined with high levels of self-awareness, commitment and integrity
- Excellent organisational skills, including effective delegation skills

Desirable Criteria

- Familiarity with the REF process
- Clear understanding of financial, physical and human resource management.

Personal Attributes

Essential Criteria

- Excellent research and teaching networks
- A willingness to innovate and challenge accepted thinking and to embrace and develop opportunities with other schools within the Faculty, University and wider Norwich Research Park
- A commitment to contributing to the work of the Faculty Executive and helping it to develop as a high-performing team
- Ability to influence others
- Able and willing to make and implement decisions
- Ability to articulate a strategic vision for the School
- Ability to identify appropriate structures and resources for making strategic vision a reality
- Able to quickly identify what is important and to prioritise, translating strategic priorities into management action
- Able to identify and capitalise on opportunities for enhancing the reputation of the School
- Able to demonstrate a clear focus on delivering results
- Track record of successful team-building
- Able to give professional direction to others and to support academic work
- Able to delegate appropriately
- Able to engage with individuals at all levels and enable others to realise their full potential
- Able to promote the School externally to attract high-quality academic staff and further investment
- Challenging, positive and decisive approach to leadership with a clear focus on delivering results

Special circumstances

Essential Criteria

- Ability to capitalise (and encourage others to capitalise) on the synergies available across the School, Faculty, University and Norwich Research Park

To arrange a conversation please contact
uea@minervasearch.com.

General Information

Terms and Conditions of Appointment

The candidate to whom appointment is offered will receive a full statement of the terms and conditions of appointment for Academic, Teaching and Research (ATR) staff or Academic, Teaching and Scholarship (ATS).

Duties

A member of faculty is required:

- (a) to promote the study of his/her subject by teaching and research;
- (b) to assume such duties and responsibilities appropriate to the appointment as may be assigned to him/her by the governing bodies of the University or by the Pro Vice Chancellor or Director, as appropriate, acting on their behalf;
- (c) to examine without further payment in the examination for degrees and diplomas of the University when required to do so.

Residence

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Dean of School or Head of Division.

Starting Date

The post is available as soon as possible on a full time, indefinite basis.

Entitlement to Work in the United Kingdom

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK. Candidates invited to interview will be provided with a list of appropriate documents that can be provided as evidence. Please DO NOT provide this with your application.

This vacancy is eligible for sponsorship under Tier 2 and, where appropriate, the University will apply for a Certificate of Sponsorship. Non-EEA workers who do not residency status within the UK and will require entry clearance or further leave to remain should familiarise themselves with the Tier 2 (General) Guidance .

Salary

A competitive salary package is available for an outstanding candidate.

Relocation expenses

Relocation expenses are reimbursable under certain conditions.

Annual Leave Entitlement

There is an annual holiday entitlement of six weeks, plus statutory (8 days) and customary (6 days) holidays.

Superannuation

The post is superannuable under the Universities Superannuation Scheme.

Occupational Health Assessment

Appointment will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

This document is available in alternative formats e.g. large print, disc and on-line. If you need this document in an alternative format please contact us on 01603 593034, fax 01603 593522, or email hr@uea.ac.uk

Application Process

Application Process

To apply please send a cover letter and CV to uea@minervasearch.com by no later than 6 March 2019.

Proof of Qualifications

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are offered a contract you may be asked to provide original certificates of these educational and professional qualifications. Please DO NOT provide these with your application.

Referees

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

Interviews

It is anticipated that presentations and interviews will take place on **8 April 2019**. Candidates who have not heard by this date should assume their application has been unsuccessful.

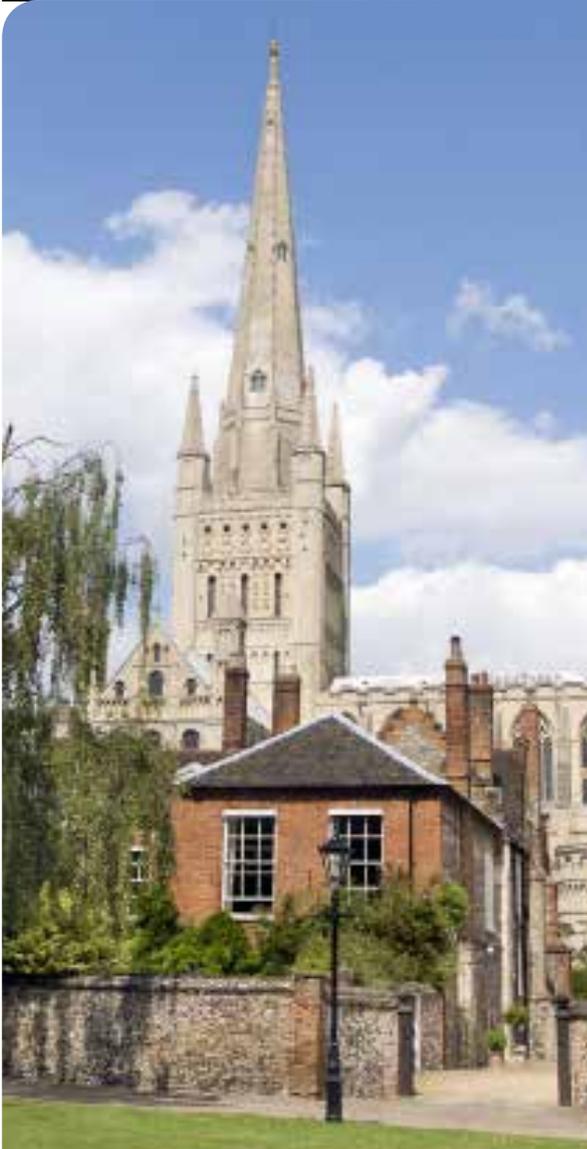
Short-listed candidates will be asked to give a presentation to members of the School before formal interview. Candidates invited to interview will be advised of the presentation topic and timing.

Successful shortlisted candidates may be notified of their interview times by telephone and/or e-mail and it is therefore essential you include both of these in your application.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed. (Please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed. Detailed information on the allowances will be provided on the expenses claim form which will be sent to you if you are invited to interview.



Norwich and the Region



The city's motto is "A fine city" and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast. A wide variety of visitors come to the region every year to enjoy boating on the Broads, the protected nature and wildlife habitats, as well as seaside towns and beaches.

The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's newest centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity. The city is consistently rated as one of the top ten shopping venues in the UK.

The University campus strikes a balance between a countryside and city setting; more than 320 acres of green parkland surround the campus with award-winning architecture by Sir Denys Lasdun, Lord (Norman) Foster and Rick Mather. Extensive on-campus facilities are all just a few minutes walk away from teaching and research facilities. Sporting facilities on campus include the University Sportspark which houses an Olympic-sized swimming pool and regularly hosts international sporting events. UEA also has the world famous Sainsbury Centre for Visual Arts and hosts an International Literary Festival which has included famous names such as Ian McEwan and Kazuo Ishiguro (both alumni of UEA's Creative Writing course).

Former UEA Students include:

- Booker Prize winning authors Ian McEwan and Kazuo Ishiguro;
- Comedy writers and performers Charlie Higson, Arthur Smith and Paul Whitehouse
- Explorer Benedict Allen
- Meteorologist Penny Tranter
- Radio 1 DJ Greg James
- Actors Jack Davenport, James Frain, Matt Smith and Tim Bentinck.