

**JOB DESCRIPTION**  
**Head of School**  
**Faculty of Health, Community & Life Sciences**  
**School of Life Sciences**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
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| <b>Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| Job Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Head of School</b>                                           |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| School:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>School of Life, Clinical and Health Sciences</b>             |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| Job Reports To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Executive Dean</b>                                           |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| Location:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Luton Campus (with travel to other campuses as required)</b> |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| Post Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>BEDS2975</b>                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| Pay Point:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Spot Salary Band C</b>                                       |   | <b>£67,643 - £80,769</b> |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| <b>Context</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| <p>As a line manager role, this role has management and leadership responsibilities. We expect all line managers to role model all qualities (a combination of competencies and behaviours) expressed in our Leadership Framework <a href="#">Leadership Framework   University of Bedfordshire</a>.</p> <p>Provide strategic and forward-looking leadership to the School of Life, Clinical and Health Sciences as a key member of the Faculty of Health, Community &amp; Life Sciences Leadership Team. Advance the School's academic mission across education, student experience, research, knowledge exchange, international engagement, and partnerships. Foster an inclusive, high-performing culture through cross-institutional collaboration, a strong commitment to EDI, and robust governance. Lead the effective management of staff and resources, ensuring financial sustainability and the growth of diverse income streams in alignment with University priorities.</p> |                                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| <b>Key Elements</b> (please tick as appropriate)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 |   |                          |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%;">1. This post has MANAGEMENT RESPONSIBILITY</td> <td style="width: 10%;">YES</td> <td style="width: 10%;">X</td> <td style="width: 10%;">NO</td> <td style="width: 15%;"></td> </tr> <tr> <td>2. This job requires SAFEGUARDING</td> <td>YES</td> <td></td> <td>NO</td> <td>X</td> </tr> <tr> <td>3. This is a KEY POST (i.e. must have nominated deputy)</td> <td>YES</td> <td></td> <td>NO</td> <td>X</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |   |                          |   | 1. This post has MANAGEMENT RESPONSIBILITY | YES | X | NO |  | 2. This job requires SAFEGUARDING | YES |  | NO | X | 3. This is a KEY POST (i.e. must have nominated deputy) | YES |  | NO | X |
| 1. This post has MANAGEMENT RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | YES                                                             | X | NO                       |   |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| 2. This job requires SAFEGUARDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | YES                                                             |   | NO                       | X |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |
| 3. This is a KEY POST (i.e. must have nominated deputy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES                                                             |   | NO                       | X |                                            |     |   |    |  |                                   |     |  |    |   |                                                         |     |  |    |   |

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**Principal Accountabilities:**

1. At all times to role model all Leadership Qualities expressed in our Leadership Framework [Leadership Framework | University of Bedfordshire](#), which applies to all line managers, and includes four pillars: Future Focused, Connect and Include, Create, learn, Deliver, and, Build Brilliant Teams.
2. **Provide strategic leadership** as a key member of the University Senior Leadership Team, contributing to the delivery of the University's overarching strategy and associated operational plans.
3. **Lead and oversee the School's academic portfolio**, encompassing education, research, international engagement, enterprise, educational partnerships, and student satisfaction.
4. **Support the development and delivery of institutional excellence and access plans** (such as TEF, REF, KEF and APP), including liaising with key internal stakeholders e.g the Academy and Research Institutes.
5. **Develop and implement School-level plans** aligned with the University's strategic planning framework, ensuring timely progress and delivery against agreed targets.
6. **Direct the recruitment, engagement, development, and performance of School staff**, fostering a culture that aligns with the University's vision and enables staff to thrive and contribute meaningfully.
7. **Encourage and facilitate cross-School, cross-Faculty, and cross-University collaboration**, driving strategic initiatives and shared projects. Participate in appropriate internal and external professional groups to develop networks and strategic partnerships, influence and share good practice.
8. **Chair relevant School groups and committees** and lead and/or engage with cross Faculty strategic projects and developments as required.
9. **Manage the School's resources**—including human, physical, and financial assets—responsibly and efficiently, ensuring financial sustainability and assuming overall budgetary responsibility.
10. **Champion innovation, responsiveness, and excellence** across all areas of School activity, embedding high professional standards.
11. **Support the growth and diversification of the School's income streams**, identifying and pursuing new opportunities.
12. **Lead the School in the development and implementation of robust student recruitment strategies**, ensuring alignment with institutional goals and targets, responding to market trends and student demand, and fostering innovation in outreach, conversion, and partnership initiatives to attract a diverse and high-quality student body across undergraduate, postgraduate, and international cohorts.
13. **Ensure the effective implementation of University policies and frameworks**, including those related to financial management, workload planning, student experience, and research excellence.
14. **Actively engage with staff and student feedback**, using it to enhance satisfaction and improve experiences, in alignment with institutional KPIs.

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15. **Oversee health, safety, and wellbeing practices** within the School, ensuring compliance and fostering a positive, safe environment.
16. **Lead and advocate for equality, diversity, and inclusion (EDI)** within the School, delivering on the University's strategic vision and centrally coordinated EDI approach, including monitoring and reporting progress through appropriate committees.
17. **Promote a collaborative and inclusive School culture**, supporting initiatives that build a strong sense of community among staff and students.
18. **Lead and demonstrate** the University of Bedfordshire's Values and Behaviors.
19. To undertake other duties which may reasonably be requested by the Executive Dean.

## Head of School - Person Specification

|                       | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable Criteria                                                                                                                                                                                                                                                 | Evidence<br>(Indicate where evidence will be assessed from)                                             |
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| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Either a first degree or second degree in subject areas represented by the school which include subject expertise or a related discipline to the School.</li> <li>• PhD in a cognate area or equivalent professional standing and experience.</li> <li>• Evidence of continuous professional development and professional excellence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Fellowship of HEA</li> </ul>                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Recognised as an authority in teaching and learning, research and/or enterprise within one or more areas of the curriculum of the School.</li> <li>• Demonstrates a strong understanding of the UK Higher Education landscape and current policy developments, with the strategic insight to shape the School and Faculty's future in alignment with the University's Strategy and an evolving external environment.</li> <li>• Excellent understanding of the needs of students in relation to the learning experience and the impact of diversity issues on curriculum development, learning, teaching and assessment and the student offering.</li> <li>• Knowledge of clinical sciences - Pharmacy provision</li> <li>• Demonstrates a strong understanding of the Life, Clinical and Health sciences sector and knows the importance of students engaging in 'real world' activities such as placements and work experience.</li> <li>• An advanced understanding of teaching and learning, and of the ability to use it creatively in developing and delivering curricula to a broad range of learners.</li> <li>• Knowledge of research funding, sources and processes.</li> </ul> | <ul style="list-style-type: none"> <li>• A proven track record of excellent research or creative professional practice outputs in a discipline relevant to the School.</li> <li>• Has a proven track record of managing Pharmacy provision at HEI level</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                         |
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| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Teaching experience in the HE sector at both UG and PG level.</li> <li>• A proven track record of strategic management and leadership in HE, including people management and budgetary and other resource management.</li> <li>• Providing input to operational planning and organisation of projects.</li> <li>• Leading a variety of types of education provision such as apprenticeships, undergraduate and postgraduate provision and PhD studentships.</li> <li>• Participation in programme development, learning, teaching and assessment, student support, quality enhancement and other academic activities.</li> <li>• Experience of forging external links, partnerships and professional networks.</li> <li>• Research and publications or equivalent experiential track record.</li> <li>• Proactive engagement in external activities relevant to the subject areas of the school which promote and enhance the school profile e.g. professional and regulatory bodies.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of PhD Supervision to completion.</li> <li>• Experience of bidding for research funding.</li> <li>• Management and business experience at a senior level, ideally in an international context.</li> <li>• Exposure to enterprise, innovation and income generation, with an understanding of traditional and third-stream funding mechanisms.</li> <li>• Has a proven track record of managing Pharmacy provision at HEI level</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul> |
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| <b>Skills/abilities/competencies</b> | <ul style="list-style-type: none"> <li>• Ability to role model and apply our Leadership Qualities in every-day decisions, planning and behaviours. Leadership Qualities are expressed in our Leadership Framework <a href="#">Leadership Framework   University of Bedfordshire</a>, which includes four pillars: Future Focused, Connect and Include, Create, learn, Deliver, and, Build Brilliant Teams.</li> <li>• Excellent teaching, research and supervision skills.</li> <li>• Strong leadership qualities including the ability to establish performance standards, motivate and inspire staff to achieve objectives.</li> <li>• Strong track record of engaging with industry to support the education of students through placements, internships and work experience.</li> <li>• Advanced capacity to engage both teams and individuals to engage with change.</li> <li>• Advanced ability to plan, manage and monitor staff and financial resources.</li> <li>• The ability to proactively engage with external stakeholders to represent the University and the School appropriately in a range of external environments both in the UK and overseas.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to promote enterprise activity leading to the growth of third-stream income.</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul> |
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|                            | <ul style="list-style-type: none"> <li>• Commitment to equality, diversity and inclusivity in higher education.</li> <li>• Provide expert advice to colleagues on teaching, research and enterprise activities</li> <li>• The ability to persuade, influence and negotiate and make difficult decisions when needed.</li> <li>• Receive and convey complex information in a clear and accurate manner to a range of audiences using appropriate media.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                        |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Integrity and commitment to the prioritisation of the student experience.</li> <li>• Commitment to the University's mission, vision and values.</li> <li>• Strong buy-in to the University of Bedfordshire vision of the school applied for and the provision of practice based education.</li> <li>• The ability to enthuse, motivate and inspire, and promote excellence in all aspects of the School's activities.</li> <li>• Ability to deal with all levels of staff in both an academic and business context and to inspire confidence in the future direction of the School.</li> <li>• Commitment to recruiting, supporting and developing staff so they can successfully contribute to the School strategy.</li> <li>• Willingness to work flexibly to support the School's diverse operations and markets.</li> </ul> |  | <ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Presentation</i></li> <li>• <i>Interview</i></li> </ul> |

## Equality Statement

The University of Bedfordshire is fully committed to the principles of equality in all its actions. Members of the University's community are expected to respect and value individuality, differences and diversity; and work with others in an inclusive and consultative manner. A commitment to equality of opportunity for all individuals irrespective of their age, belief, disability, gender, race, religion or sexual orientation is at the core of what we do and members of the community must actively promote a positive non-discriminatory work and learning environment for fellow staff and students. Employees should demonstrate an understanding of the University's commitments to equality and diversity as an integral part of the university's core values and be able to identify and challenge discrimination, harassment, prejudice and inappropriate behaviour.

## Health & Safety Statement

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety (H & S) at Work Policy. They should take reasonable care for their own H & S and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

## Environmental Statement

Employees must make proper use of any equipment and systems of work provided and take all reasonable steps to ensure that control measures are properly used. Employees must work with their Line Managers to ensure that an inventory is retained of all hazardous substances in the office that could be released into the environment. Employees are expected to identify operations that use significant amounts of energy, with a view to reducing consumption. This includes identifying operations that use resources, such as paper, and review the need for the current level of consumption, identifying savings where possible. Employees are expected to identify waste streams with a view to recycling and reuse, minimising office energy use in heating and lighting.

## Briefing

**Note: the content of this Job Description does not preclude other work required by the faculty department. Details of accountabilities will be discussed at annual reviews.**

Date Job Description issued to, discussed with and understood by Post Holder .....

Name of Post Holder:.....Signature:

.....  
(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate Line manager:.....Signature:

.....  
(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

|                                                                                                                                                                                                                 |               |                 |
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| <b>Nominated Deputies</b>                                                                                                                                                                                       |               |                 |
| As a KEY POST at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.                          |               |                 |
| Name of Nominated Deputy:.....Signature:.....Date:.....                                                                                                                                                         |               |                 |
| (As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)<br><i>If there are more nominated deputies, they should sign further copies of this Job Description.</i> |               |                 |
| <b>Amended by:</b>                                                                                                                                                                                              | <b>Dated:</b> | <b>Version:</b> |