LINCOLN BISHOP UNIVERSITY

JOB DESCRIPTION

Title: Programme Leader – Health

Grade: Grade 8+1

Responsible to: Deputy Dean & Head of Institute

MAIN PURPOSE OF THE JOB

Within the Institute of Health and Care, the post holder will provide operational and strategic leadership and management for Health-related academic provision, to include acting as a link tutor at Lincoln Bishop University partner colleges. Working collaboratively with the Deputy Dean & Head of Institute, they will be responsible for managing colleagues, implementing strategic developments, ensuring the smooth and compliant delivery of courses, meeting student recruitment targets, and assuming responsibility for the standards and quality of programme outcomes, delegating as necessary.

KEY TASKS

Programme Leadership

- Provide operational programme leadership, devising and delegating management responsibilities as appropriate.
- Provide strategic leadership for the development and growth of the subject area, identifying and implementing opportunities for curriculum innovation, partnership working and sustainable expansion.
- Line manage academic staff within the programme team and oversee any delegated line management within the team.
- Ensure the quality and compliance of curricula, whilst pursuing a policy of enhancement through innovation in learning, teaching and assessment approaches, to include research-engaged learning and teaching as appropriate.
- Liaise with central services in relation to admissions, marketing, quality assurance, learning, teaching, and assessment.
- Monitor, evaluate and improve the effectiveness of learning, teaching and assessment.
- Monitor compliance with, and completion of, key quality and administrative processes including programme validation and re-validation, self-evaluation, inspection, audit, approval, monitoring and review, preparing documentation and writing reports as appropriate and delegating as necessary.
- Undertake a leading role in the management of inspections and other external quality assurance, accreditation and compliance processes, to include the preparation of relevant documentation, delegating as necessary.
- Support the Deputy Dean & Head of Institute in the monitoring and progression of students' progress and to ensure that accurate course level records are maintained and evaluated to inform improvement planning, delegating as necessary.
- Work collaboratively with the Deputy Dean & Head of Institute and the Partnership Office to assist the smooth operation of any partnership activities.

- Work collaboratively with the Deputy Dean & Head of Institute to ensure compliance with the relevant academic and professional requirements.
- Represent the programme, delegating where appropriate, at internal and external events and meetings as necessary.
- Work with appropriate admissions colleagues to assist with recruitment and marketing activity, including potential overseas recruitment related activity, and taking lead responsibility for meeting programme targets.
- Arrange cover for absent course colleagues, in consultation with the Deputy Dean & Head of Institute
- Participate in professional/academic associations and develop and participate in external networks.
- Attend appropriate training and staff development sessions and to help identify development needs of programme colleagues.
- Ensure appropriate programme support in relation to administrative and technical needs.
- Advise the Deputy Dean & Head of Institute on course budgetary and resourcing issues.
- Provide the Deputy Dean & Head of Institute with subject expertise relating to Health
- Be involved in Faculty strategic planning and contribute to the institution's strategic planning processes.

Teaching and Learning

- Contribute to teaching, learning and assessment across the Faculties, agreed with the Deputy Dean & Head of Institute and commensurate with the responsibilities of programme leadership.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or field trips and, where appropriate, placements.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Monitor student progression and achievement.
- Provide appropriate support and advice to students.

Research, scholarship and knowledge exchange

- Undertake research, knowledge exchange and/or scholarly activity in a relevant discipline and to seek opportunities for income generation activity.
- Conduct and lead research and knowledge exchange projects.
- Prepare research proposals.
- Referee and contribute to peer assessment.
- Make presentations or exhibitions at national or international conferences and other similar events.
- Apply knowledge acquired from research/knowledge exchange to teaching and appropriate external activities.

Liaison and networking

- Participate in the recruitment, selection and admission of students.
- Lead and develop internal networks for the benefit of the University.

- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.
- Participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

Managing people

- Provide academic leadership to those working within the programme area.
- Contribute to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.

Teamwork

- Help to ensure that teams within the Faculty work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- Be responsible for dealing with referred issues for students within own programme.
- Provide first line support for colleagues, referring them to sources of further help if required.

General

- Maintain professional standards in relationships, including non-discriminatory practices.
- Take a leading role in the wider academic and professional life of the University through membership of committees, working groups and examination boards and through attendance at other events as appropriate.
- Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
- Participate in relevant training and staff development activities.
- Undertake any other duties that may reasonably be required.

Performance Monitoring and Review

- Agree objectives and targets with the Deputy Dean & Head of Institute in accordance with University priorities and to participate in the staff appraisal process.
- Provide written reports on activity as requested.

Health and Safety

- Discharge all relevant health and safety responsibilities.

Main Contacts

- Deputy Dean & Head of Institute

- Academic Faculty staff within the Faculty of People and Society and the Faculty of Education.

Limits of Authority

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all the University's institutional policies and codes of practice.

PERSON SPECIFICATION

PROGRAMME LEADER – HEALTH

	Essential	**Desirable**
Education, Qualifications and Special Training	A relevant first degree. A relevant higher degree. PhD/EdD (completed or nearing completion).	Fellowship of the HEA. Membership of professional body or former membership.
Knowledge and Skills	Expertise across the Health sector, including relevant experience and expertise appropriate for the oversight and delivery of Health and Social Care programmes. A specialist knowledge of teaching and learning in the Health Sector. Ability to lead the planning, structure, delivery and assessment of programmes of study for a range of learners. Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods.	Extensive relevant broad-based knowledge of the wider health, social care and wellbeing sectors
Experience	Successful experience of teaching and/or leading in Higher Education. Track record of research/knowledge exchange publication/output. Successful experience of exercising responsibility within the Health sectors. Successful experience in the recruitment of students, marketing of courses or promotion of academic provision. Experience in validating courses within an HEI context	Successful experience of leadership within Health, Social care and wellbeing sector. Experience of collaborative partnerships Evidence of successful bidding for external funding to deliver research/knowledge exchange. Experience of delivery or leadership of international Health, Social care and wellbeing programmes. Experience of supervising students up to and at doctoral level.

		Track record of being awarded external research funding.
Personal Attributes	Conscientious, flexible, enthusiastic, and self-motivated. Creative, progressive and forward thinking in solving problems. Student-centred; willing to offer help and support, approachable. Committed to working in partnership with others. Committed to the success of the Faculty and the University Good personal organisation and meticulous attention to detail.	