

JOB DESCRIPTION
Vacancy Ref: A2940

Job Title:	Head of Lancaster Medical School	Present Grade: Clinical Academic/SAGP
Department/College:	Lancaster Medical School	
Directly responsible to:	Dean of the Faculty of Health and Medicine	
Supervisory responsibility for:	Staff in Lancaster Medical School	
Other contacts		
Internal: Dean, Associate Deans, members of PRC, academic and support staff, members of Senate, officers within the central administration of the University.		
External: NHS (including Trusts, CCGs, and HEE (North)), General Medical Council, those holding equivalent roles at other Medical Schools		
Major Duties:		
Overview: Lancaster Medical School (LMS) is part of the Faculty of Health and Medicine. The Head of LMS provides academic and strategic leadership, encouraging excellence in teaching and research, and managing and developing the staff and activities within LMS. They are responsible for the efficient running of LMS within the framework of the University and Faculty strategic plans and priorities.		
Areas of responsibility:		
General		
The Head of LMS is responsible, with other members of the Faculty leadership team, for the strategic planning of LMS and, through that, contributing to the strategic planning of the Faculty. They are responsible for oversight and management of the teaching and research undertaken by LMS and its members (including encouraging cross disciplinary activity) and, in conjunction with the School and Faculty Managers, setting up and overseeing such administrative structures that are required for the efficient running of LMS, and integrating those into the Faculty structure.		
The Head of LMS is responsible to the Dean of the Faculty for the proper discharge of their responsibilities and should keep the Dean informed of relevant issues. They are a member of the Policy and Resources Committee (PRC) of the Faculty of Health and Medicine (FHM) and are de jure accountable to the Senate, on which they sit.		
Appropriate delegation to individuals, or to management teams, and the promotion of the participation of other members of staff in the management of LMS is an expectation of the role holder.		
Academic leadership		
Responsible for:		
<ul style="list-style-type: none">• academic strategy and planning for LMS in line with the strategic plan for the Faculty and University, including the development, implementation and monitoring of agreed priorities.• Ensuring the promotion and strengthening of research culture within LMS and across the Faculty, in association with the Associate Dean for Research, including advising and supporting staff and maintaining a personal research profile.• In association with the Associate Deans for Education (Undergraduate and Postgraduate) encouraging and promoting effective and reflective teaching, including advising and supporting staff and maintaining a personal teaching profile; this will include driving the development of other health and medically related teaching programmes, undergraduate and postgraduate/post-registration		

- Enforcing and improving, as needed, appropriate quality assurance mechanisms in teaching programmes.
- Developing and promoting external engagement and entrepreneurial activity within the Faculty, identifying and exploiting areas of future growth and income generation within the Division.
- Chairing meetings, as required, and ensuring that effective consultation (with students and staff) and decision-making take place.
- Communicating issues and policy discussed at relevant Faculty committees and representing LMS's interests to PRC, at University level and to external bodies.
- Familiarity with, and developing, LMS's systems and processes to ensure the effective running of all aspects of the work of LMS and that the University's policies, systems and procedures are observed and that such information is communicated to staff as appropriate.
- Maintaining and improving the reputation of LMS, the Faculty and the University at national and international levels.

Managing People

Responsible for:

- managing, deploying and developing staff of all categories, their recruitment, retention, induction, appraisal, training and development, performance management, attendance (including sickness absence management and industrial action) and the operation of grievance and disciplinary procedures.
- Assessing workload and implementing processes to ensure the allocation and monitoring of an appropriate balance of teaching, research, administrative and other tasks across staff in LMS.
- Presenting to PRC strategic proposals and plans for the recruitment of staff.
- Being familiar with University's policies and procedures in relation to staff, communicating these to members of the Division as necessary and for implementing them within LMS.
- Developing and promoting effective communication processes between LMS, students, staff and others and ensure proper information flow.
- Ensuring that the University's Equal Opportunities Policy and its procedures (as they relate to staff and to students) are known, and actively applied.

Managing Resources

Responsible for:

- managing the financial affairs of LMS, consistent with the strategic aims of the Faculty, ensuring effective management of the operational finances of the Division, including working with the School Manager, Faculty Manager and Finance Office to assist in the process of annual budget setting and monitoring.
- Forward planning the use of resources based on University, Faculty and LMS priorities, including the submission of a bid to the annual planning round as appropriate.
- Ensuring that the Financial Regulations of the University are observed.
- Managing and implementing policies concerning health and safety at work and reporting to the university safety committee as required.
- Managing the use of LMS space and considering strategic requirements for space.
- Ensuring effective management of equipment required for LMS including purchase, maintenance and repair.
- Ensuring that systems exist to collect and provide management information as required.
- Being responsible to the Vice-Chancellor and University Secretary for all legal matters concerning LMS.

Strategic Leadership of Existing Programmes

- The Head of LMS is accountable for ensuring that the Lancaster MBChB course complies with all University policies and procedures, operates effectively the policies and procedures required in agreement with NHS partners, and meets all current and expected requirements of the General Medical Council successfully. To achieve this the Head works closely with the Director of Medical Studies who leads the delivery of the programme.
- The Head of LMS is accountable for ensuring the continued success and growth of the Sports and Exercise Science programme.
- The Head of LMS is expected to:

- Maintain and improve the reputation of medical education at Lancaster at national and international levels ensuring that Lancaster is positioned as a leader in the delivery of innovative medical education;
- Act as an effective representative for Lancaster in the external environment locally, regionally and nationally, most notably with the NHS and the GMC;
- Ensure that effective communication takes place with students and staff and with NHS and other placement partners;
- Ensure the effective management of honorary clinical staff involved in the delivery of the University's MBChB and other education programmes;
- Ensure the continuing development of the Lancaster Integrated Clinical Academic Training Programme (ICAT).

Other Duties

- Engaging in continuing professional development to ensure adequate skills and knowledge to carry out the role.
- Playing a major part in building and maintaining strong working relationships with NHS partners (working with the Dean, and the Associate Dean (Engagement)) and, working closely with other Heads of Division, provide effective leadership to, management of and support for academic staff to undertake their agreed range of responsibilities.
- Undertaking agreed programmed activities with relevant NHS and care organisations.

The exact balance of these activities will be agreed with the person appointed, a typical balance of these activities would be expected to be:

- Leadership and Management (academic leadership, managing people, managing resources and other activities) – 60%
- Research/scholarship/teaching/engagement activities – 20%
- Clinical role – 20%

Term of appointment

This appointment would be for a term of five years in the first instance with the possibility of a further term of up to five years with the agreement of the Dean and the Vice Chancellor. In exceptional circumstances the terms may be extended beyond this.

However, it should be noted that the Head will also be appointed to a permanent academic position as Professor, subject to meeting the University's criteria for this academic title.