JOB DESCRIPTION

Vacancy Ref: A3649

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of Division of Health Research</th>
<th>Present Grade: Professor (P1)</th>
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<td>Department/College:</td>
<td>Division of Health Research</td>
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<td>Directly responsible to:</td>
<td>Dean of the Faculty of Health and Medicine</td>
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<td>Supervisory responsibility for:</td>
<td>Staff in the Division of Health Research</td>
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</table>

Other contacts

Internal:
Dean, Associate Deans, members of faculty Policy and Resources Committee, academic and professional services staff, health innovation team, members of Senate, officers within the central administration of the University.

External:
Voluntary and third sector organisations, NHS (including ICS, Trusts, CCGs, and HEE (North West)), industry and policy makers, Health and Care Professions Council, Council of Deans of Health, academic community, funding bodies (e.g., Research Councils, NIHR, etc.), employers

Major Duties:
Overview: The Division of Health Research (DHR) is part of the Faculty of Health and Medicine. The Head of DHR provides academic and strategic leadership, encouraging excellence in teaching, research and engagement, and managing and developing the staff and activities within DHR. They are responsible for the efficient running of DHR within the framework of the University and Faculty strategic plans and priorities.

Areas of responsibility:

General
The Head of DHR is responsible, with other members of the Faculty leadership team, for the strategic planning of DHR 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 DHR 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 DHR, and integrating those into the Faculty structure.

The Head of DHR is responsible to the Dean of the Faculty for the proper discharge of their responsibilities and for working in partnership with the Dean on issues of relevance to the division and faculty. 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 DHR is an expectation of the role holder.

Academic and strategic leadership
Responsible for:
- academic strategy and planning for DHR 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 DHR and across the Faculty, in association with the Associate Dean for Research, including advising and supporting staff and maintaining a personal research profile, including grant capture and high quality publications.
- 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-related teaching programmes, undergraduate and postgraduate/post-registration

- Enforcing and improving, as needed, appropriate quality assurance mechanisms in teaching programmes.
- Together with the Associate Dean for Engagement, developing and promoting engagement and entrepreneurial activity within the Faculty, identifying and exploiting areas of future growth and income generation, and building pathways to impact.
- 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 DHR’s interests to PRC, at University level and to external bodies.
- Familiarity with, developing and improving where needed, DHR’s systems and processes to ensure the effective running of all aspects of the work of DHR 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 DHR, 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, engagement, administrative and other tasks across staff in DHR.
- Presenting to PRC strategic proposals that include implications for people.
- 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 DHR.
- Developing and promoting effective communication processes between DHR, students, staff and others and ensure an appropriate flow of information.
- Ensuring that Equality, Diversity and Inclusion are embedded in DHR’s policies, procedures and practices.

Managing Resources

Responsible for:

- managing the financial affairs of DHR, consistent with the strategic aims of the Faculty, ensuring effective management of the operational finances of the Division, including working with the Faculty Manager and Finance Office to assist in the process of regular budget setting and monitoring.
- Forward planning the use of resources based on University, Faculty and DHR priorities, including being involved in the annual planning round.
- 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 DHR space and considering strategic requirements for the use of space.
- Ensuring effective management of equipment required for DHR 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 DHR.

Research, teaching, engagement and scholarship

- Leading and supporting others in cross-faculty and University interdisciplinary work associated with their research area, feeding in to the development of this activity linked with the Health Innovation Campus at Lancaster University.
- Providing leadership for the development of successful academic and practice collaborations, including with rest of University, and interdisciplinary work for example with University institutes such as Future Cities, Data Science, and Eden North.
• Engaging in leading high-quality research in one of the research themes of the faculty, including leading the development, submission and excellent execution of externally funded research (including from research councils, NIHR, business and charitable sector) in this field.

• Taking a leading role to support those at Lancaster University working in your research area to further develop their collaborative work and engagement with employers, policy-makers, members of the public and the international research community, including in the co-production of research and its dissemination.

• Making a significant contribution to the teaching and learning agenda of DHR and its future direction. This will include engagement with the Blended Learning PhD programme in DHR.

Other Duties
• Taking a continuous improvement approach to carrying out the duties of the role.

• 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 external organisations (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.

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) and other duties – 60%
• Research/scholarship/teaching/engagement activities – 40%