



Associate Dean

Faculty of Health & Wellbeing



Message from Dean of Faculty - Health & Wellbeing/Assistant Vice Chancellor

I am delighted that you are considering applying for the post of Associate Dean of the Faculty of Health and Wellbeing at the University of Bolton.

At Bolton, we have a family and collegiate feel yet we have embarked on an ambitious strategy to be the UK's first "Teaching Intensive Research Informed (TIRI)" University. This means we provide high quality intensive teaching and individualised support to both our undergraduate and postgraduate students across all academic disciplines. This intensive teaching is underpinned by rigorous research that informs both the content and delivery of the curriculum.

Our TIRI strategy has been incredibly successful. Student satisfaction is at the absolute heart of everything we do and we're delighted to have retained our position as the Number 1 University in Greater Manchester for student satisfaction for the sixth year in a row (National Student Survey). We're also proud to be ranked 5th in the UK for teaching quality in The Times and Sunday Times Good University Guide 2022. The University has also risen to its highest ever position of 38th out of 121 listed universities in the Guardian Good University Guide for 2023.

The Faculty of Health & Wellbeing is vital to the future direction and success of the University and we enjoy an excellent and long-standing reputation among external stakeholders and collaborative partners for our high-quality and student-centred courses. The Faculty is the University's largest academic faculty and currently comprises approximately 3,600 students and circa 200 staff. It is home to three academic Schools (The School of Clinical & Biomedical Sciences; The School of Health & Society; and The School of Nursing & Midwifery) and each delivers an innovative portfolio of undergraduate and post-graduate courses (including apprenticeship provision).

This brand-new role which reports directly to me will be absolutely pivotal in supporting the continued success and growth of our Faculty, as it builds strong partnerships and positions itself centre stage both regionally and nationally.

Within this Candidate Information Pack, you will find further helpful information including:

- Background information
- Job description and person specification
- Details on how to apply

We very much look forward to receiving your application and learning more about how you could contribute to the continued success of the Faculty in the future.

Dr Jane Howarth



Introduction to University of Bolton

The University traces its educational roots all the way back to 1824 when it opened as one of the first mechanics' institutes.

Granted University status in 2005, Bolton now has a global student body of around 11,000 - including all campuses and affiliates - employing circa 840 people and with a turnover of £60m plus. The University is based on a modern, compact, town-centre campus and our teaching quality has consistently won the highest ratings possible from the Government's quality control agency.

Our strong industry links allow us to provide a large number of professionally accredited courses through partnerships that include several Chartered Institutes, the British Psychological Society and the Nursing and Midwifery Council. More than 30 of our courses are professionally accredited, reflecting the industry focus of course content.

The University of Bolton is committed to helping and supporting students and their teachers and advisers at every stage of the journey into higher education. Valuing its strong partnerships with local schools and colleges, the University offers a range of enrichment activities supporting progression into higher education.

Our UK campus development

In recent years, the University has had a major redevelopment programme creating new and exciting facilities for study and recreation. In early 2012 we opened a moot Law Court and Bolton One, our new, purpose-built, £31 million health, leisure and research centre, in partnership with NHS Bolton and Bolton Council.

It is home to premier teaching and research activity, including flagship health and sports courses and services which are open to everyone. These include an Athlete Development Centre, Sports and Spinal Injury Clinic, climbing wall, Centre for Research and Health and Wellbeing, and numerous Clinical Simulation suites.

In late 2017, the new facility for the re-branded Institute of Management (consisting of Business and Accounting programmes) opened in state-of-the-art facilities adjacent to Bolton's transport inter-change. There is also the purpose built £10 million National Centre for Motorsports' Engineering which is adjacent to our main campus.





Recent developments

In August 2018, the University acquired Bolton College which provides vocational training (in particular BTEC qualifications) to some 10,000 learners. This ground-breaking merger was the first of its kind in England and, coupled with the formal acquisition of Alliance Learning Limited, allows for a 'one-stop-shop' within the University Group for Apprenticeships all the way from Level 2 to Level 7.

The University is incredibly proud of our links to the local community and has also recently entered into a unique partnership with Bolton College, Bolton NHS Foundation Trust and Bolton Council to support the education of the next generation of health and medical professionals. The first of its kind partnership has secured a £20 million levelling up investment to create the Bolton College of Medical Sciences (BCMS) which will be a game-changing, ultra-modern vocational and professional training facility for NHS and social care workers in Bolton. Work is already underway creating the multi-million state-of-the-art facility and this is set to open its doors in 2024 in the grounds of the Royal Bolton Hospital. The College will have the capacity to train around 3,000 students a year and will give individuals a direct route into health and social care employment, and provide unrivalled training opportunities for existing hospital staff to upskill and further their careers.

BCMS is a historic moment for everybody in Bolton. For the University, this is one of a series of important steps in our journey towards establishing a full medical school. The University's School of Medicine is a new innovation that will integrate postgraduate programmes, short courses and, ultimately, undergraduate medical provision. The School is already operating successfully from the £4.8 million purpose-built site at our Queens campus focusing on postgraduate programmes which includes training for qualified doctors in the shortage specialties of radiology, mental health and emergency medicine. In the near future, our dedicated surgical simulation centre will be completed and our postgraduate provision will be expanded further. In line with our phased approach, our ambition is to then start to offer qualifying undergraduate medical degrees from 2024 onwards.

The University's mission statement

The fundamental principle of this approach is to provide high quality intensive teaching and individualised support to our Undergraduate (UG) and Postgraduate (PG) students across the academic disciplines of the University. The intensive teaching is sustained by rigorous research that informs both the content and delivery of the curriculum.

The TIRI strategy places the students at the centre of “everything we do” in the institution, and aims to develop distinctive academic strengths and competitive advantage in the sector.

The TIRI approach aims to achieve excellence in teaching and student learning through the following key elements; excellent academic staff, state-of-the-art course curriculum and content design, innovative teaching delivery methods and processes, rigorous research underpinning the teaching, high quality facilities and learning environment, robust quality assurance systems and processes and outstanding student support and experience throughout the student life cycle. All the academic and professional support business areas across the University are aligned towards this overarching approach.

Our mission is to be a distinctive Teaching Intensive, Research Informed University.



Faculty of Health & Wellbeing

The Faculty of Health & Wellbeing is the University's largest academic faculty which currently comprises approximately 3,600 students and circa 200 staff. Our agenda includes developing existing and new partnerships, supporting the operational day-to-day function of the Faculty and working with Heads of School and colleagues to drive through the implementation of the refreshed School strategies.





The Role – Associate Dean (Faculty of Health & Wellbeing)

The brand-new role of Associate Dean (Faculty of Health & Wellbeing) will be pivotal in supporting the continued growth of the Faculty's academic activity and enhancement of our reputation. Working closely with and deputising for the Dean of Faculty, you will provide strong leadership and management which ensures excellent academic performance and continues to embed the University's Teaching Intensive Research Informed (TIRI) philosophy which places students at the heart of everything we do.

A decisive academic leader with a track record of excellent people management skills, you will bring a collaborative and inclusive management style. You will be a role model capable of delivering successful and sustainable change. Skilled at team building, creating buy-in and working with and through others, you will champion a vibrant, diverse and inclusive community within the Faculty and be a powerful advocate to promote its interests. Extensively networked, you will also support and develop industry links and collaborative partnerships (including with large NHS trusts), whilst also actively contributing to wider University strategic agendas.

Full information is included within the Job Description Person Specification. Should you wish to discuss the role on an informal and confidential basis, please contact Dr Jane Howarth, Dean of Faculty/Assistant Vice Chancellor at j.howarth@bolton.ac.uk or on **01204 903 749**.

Job description

Position:	Associate Dean	Responsible to:	Dean of Faculty (Health & Wellbeing)/Assistant Vice Chancellor
Faculty:	Faculty of Health & Wellbeing	Responsible for:	Aspects of the strategic direction and operation of the Faculty as determined by the Dean
Grade:	Fixed salary		
Status:	Permanent		
Hours:	Full-time		

Main function of the post:

- Support and deputise for the Dean of Faculty/AVC in leading the Faculty of Health within the context of the University's Strategic Plan. This will involve supporting the Dean in the effective management of staff, professional standards, performance of the Faculty and the Teaching Intensive Research Informed (TIRI) philosophy.
- Contribute to the drive for change, improvement and growth to raise the Faculty's profile regionally, nationally and internationally.
- Ensure the development and delivery of an academically and financially sustainable portfolio of undergraduate and postgraduate courses across the Faculty.
- Work collaboratively with, and support, colleagues on University wide priorities/initiatives outside own specific area of work in support of the University's Strategic Plan (to include, but not limited to student recruitment, student engagement, diversity and inclusion, partnership engagement, enhancing the University's profile and other corporate priorities).
- Support the development and growth of the Faculty's apprenticeship programmes, liaising closely with the Apprenticeship Development team (which includes colleagues from Bolton College and Alliance Learning). Contribute to the University Group's wider apprenticeship strategy and agenda.
- Develop a commercially focused agenda with focuses on maximizing revenue through student enrolments; UK and overseas.
- Contribute to the creation of an innovative and differentiated course portfolio which is responsive to market demands, industry needs and meets revenue/contribution targets.
- Be responsible for the efficient and effective delivery of the Faculty Operations Team which includes student recruitment, student engagement and retention, employer engagement, HR, administrative functions and placements.

Principal duties and responsibilities:

1. Assist the Dean of Faculty - AVC in the management, leadership and deployment of staff, and the physical and financial resources of the faculty to realise performance targets for the University (including those related to student recruitment, retention, outcomes and employability) funding councils, government bodies and budgetary management.
2. Assist the Dean of Faculty - AVC to ensure effective operational management for taught programmes across the student life cycle, including the process of student recruitment, admissions, enrolment, induction, and student choice, module scheduling delivery, exam boards, graduation, and provision of any relevant student information/service in the Faculty.
3. Work collaboratively with Faculty and university wide colleagues to help expand/grow national and international partnerships with industry/other HEIs.
4. Develop strategies to accelerate revenue growth by increasing enrolments at all levels (undergraduate, postgraduate taught, research, continuing professional development and apprenticeships) and across all geographical markets to ensure a substantial revenue contribution to the University.
5. Provide strategic leadership and supervision to the Faculty's operations team and create a suitably constituted staff resource to deliver the strategy and plans. Ensure optimum staff performance.
6. Set, monitor and report on performance KPIs for the Faculty using effective management information tools to ensure it meets its income, regulatory, customer and other performance targets.
7. Identify and pursue operational improvements and quality enhancements and encourage a culture of continuous improvement; championing a 'student first approach'.
8. To effectively utilise and liaise with the University centralised administration, student support, and other related functions to ensure seamless delivery of the taught courses and maximising the student experience.
9. Play a key support role in the focus of the Faculty through involvement in appropriate management committees/teams.
10. Oversee the appropriate process of development for revalidation and delivery of innovative and market-relevant taught programmes as appropriate to the expansion or reconfiguration of subject areas within/across the faculty which are consistent with the University's strategic aims.
11. Take the initiative in encouraging and developing a collaborative, collegiate and inclusive culture within the Faculty and across the University. This will include maximising the synergies with other Faculties in the University.

12. Oversee compliance with the quality assurance frameworks and relevant ongoing activities of the Faculty which aim to enhance teaching quality and the student learning experience.
13. Actively encourage the engagement of staff in professional development activities and ensure the monitoring of and enhancement of staff performance.
14. Contribute to the Faculty and the University's reputation for academic and professional excellence by actively engaging in personal professional development to enhance one's own subject authority and credibility.
15. Support the growth, promotion and development of internal/external links through involvement in collaborative partnerships and networks to provide project/placement opportunities for students/academic colleagues in the Faculty.
16. To be flexible and adaptable in undertaking relevant academic, managerial and operational duties and ensure the continuous improvement, quality enhancement and customer service agendas are realised in the Faculty.
17. Participate in effective interaction on a professional level, both on an internal/external basis, to ensure currency of knowledge, relevancy and accreditation.
18. Embed a philosophy of continuous improvement in all aspects of the Faculty's work and hold team members to account for their performance.
19. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
20. Commitment to safeguarding and promoting welfare of young people and vulnerable adults.
21. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person specification

Qualifications

- Relevant honours degree
[1] Application form/Documentation
- Postgraduate qualification in a relevant discipline and relevant professional experience
[1] Application form/Documentation
- A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame
[2] Application form/Documentation
- PhD/Professional Doctorate or equivalent level qualification or outstanding achievements in the professional field
[1] Application form/Documentation
- Membership of a relevant regulatory body e.g., GMC, NMC, HCPC
[1] Application form/Documentation

Skills/knowledge

- Expertise in relevant disciplines that can be used to enhance learning, teaching and professional practice
[1] Application form/Interview
- Able to lead and manage academic and administrative colleagues and ability to lead the Faculty in the absence of the Dean
[1] Application form/Interview
- Aware of current academic/professional developments in teaching and learning excellence
[1] Application form/Interview
- Effective in establishing and maintaining positive working relationships and networks (both internal and external)
[1] Application form/Interview
- Effective communicator, able to adapt style of communication, oral and written, appropriate to the intended audience
[1] Application form/Interview
- Awareness/understanding of Higher Education Institutions and their operation/management
[1] Application form/Interview
- Able to deliver lectures and supervise students in the subject areas of the Faculty at both postgraduate and undergraduate level
[2] Application form/Interview/Assessment

Experience

- Proven track record of providing effective leadership to diverse teams in a complex organisation/environment
[1] Application form/Interview
- Substantial experience of creating and developing networks for the benefit of the organisation
[1] Application form/Interview
- Experience of leading successful change management (e.g. leading, developing and implementing strategies, processes and systems for the enhancement of the quality of learning, teaching provision and overall student experience)
[1] Application form/Interview
- Proven management and clinical experience within a large NHS Trust or similar environment
[1] Application form/Interview
- Experience in developing and delivering successful learning and teaching improvements
[2] Application form/Interview

Personal qualities

- Be self-supporting
[1] Interview
- Awareness of the requirements associated with operating within a customer service environment
[1] Interview
- Flexible and adaptable approach and leadership style to meet changing circumstances/situations
[1] Interview
- High level of emotional intelligence – able to critically reflect on personal effectiveness and contribution
[1] Interview
- Able to apply judgement and put forward independent views/opinions
[1] Interview

Other

- Willing to undertake staff development, which may take place outside the University
[1] Interview
- Awareness of the principles of the Data Protection Act, Freedom of Information Act, Bribery Act, UKVI requirements and Health & Safety within the work environment
[1] Interview
- Commitment to the University's policy on equal opportunities and diversity
[1] Interview
- Available to work flexibly and travel as appropriate in order to meet the needs of the University
[1] Interview
- Commitment to the safeguarding and promoting the welfare of young people and vulnerable adults
[1] Interview
- Have access to suitable IT equipment and broadband internet access at home to work remotely if required by the University
[1] Interview
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role
[1] Interview

Note:

- Priority [1] indicates essential criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion
- Priority [2] indicates desirable criterion – applicants failing to satisfy a number of these are unlikely to be successful
- The role-holder is required to hold a PhD/ Professional Doctorate qualification. However, those without a PhD/ Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/ Professional Doctorate within four years from the date of commencement
- It is the responsibility of the employee to ensure any professional accreditation/ membership remains current
- Please note it is normally expected that a new appointee will commence at the bottom of grade
- Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required

How to apply

In order to apply for this role, please submit a cover letter (of no more than 2 sides of A4) confirming your current salary, right to work in the UK and suitability for the post with a full Curriculum Vitae (CV) by email to: jobs@bolton.ac.uk.

Your CV should include the following

- Educational and professional qualifications (indicating where and when they were obtained)
- Employment history giving the following details where applicable; budgets, numbers of people managed and relevant achievements in recent posts
- Publication history and research grants awarded (if applicable)
- Names and contact details of three relevant referees (referees will only be contacted with your knowledge)

Timescales

Closing date for applications is:

Friday 14 July 2023

Panel interviews are expected to be held:

TBC

Offer and acceptance:

Immediately following interviews

Commencement of employment:

As soon as possible

Interview expenses

Reasonable expenses supported by receipts will be reimbursed, including second/standard class return rail fare.

Further Information

Detailed information regarding the University can be found on our website at:

<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/>

If you wish to discuss the role on an informal and confidential basis, please contact Dr Jane Howarth, Dean of Faculty/AVC at j.howarth@bolton.ac.uk or on **01204 903 749**.

Terms and conditions of the appointment



The post is open-ended and reports to the Dean (Faculty of Health & Wellbeing)/Assistant Vice Chancellor.

Salary range

Between £70,000 to £80,000 (subject to skills, knowledge and experience) plus eligibility to participate in the performance-related bonus scheme.

Pension:

Membership of an excellent contributory pension scheme - Teachers' Pension Scheme (TPS). If you are already a current member of the Universities Superannuation Scheme (USS) you can remain in that scheme if you wish.

Holidays

Generous annual leave entitlement.

Working hours

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role with a minimum working week of 48 hours excluding breaks. Therefore, the successful candidate would be required to agree to waive the 48-hour week limit set out in the Working Time Regulations 1998.

Place of work

The principal place of work will be based on the University of Bolton's campus. As part of your duties, you will be required to travel within the United Kingdom and may be to travel overseas. Such travel may include attendance at conferences, seminars or meetings. The post holder will be expected to have appropriate facilities at home to support productive home working where required.

Travel to work

As part of your Contract of Employment you should live within reasonable travelling time/distance of the University to fulfil the requirements of the role. Relocation expenses will be made available to the right candidate.

Health check

Confirmation of appointment to the post will be subject to a satisfactory health check.

References

Confirmation of appointment is subject to the receipt of two satisfactory references.

Notice

3 months from/to the University to expire at the end of a term.

Benefits of working at the University

Bolton One

Stay fit and healthy at our £31 million on-site leisure centre with fitness suite, 25m swimming pool, sports hall, climbing wall and a great range of classes. It also hosts a sports and spinal injury clinic and athlete development centre open to all abilities.

University staff enjoy:-

- Free term-time swimming in the morning, lunchtime and late evening
- Discounted memberships
- Discounted lunchtime and evening fitness classes

Cafe culture

The Bistro, the sandwich bar and the Deane deli all serve hot and cold food from breakfast to early evening. There's also an onsite newsagents and cash machine.

Cyclescheme

Save on the cost of a new bicycle and safety equipment. The scheme allows you to save income tax and national insurance contributions, as the value of the vouchers is taken out of your salary before tax.

Season ticket loan

Interest free loan to buy discounted annual rail season ticket.

UoB benefits

UoB Employee Benefits gives employees access to a great range of discounts on: travel bookings, high street vouchers, gift cards, cinema tickets, days out, leisure activities and your day to day spending.

Flexible working

You will find that the University is supportive and flexible in helping you juggle jobs and everyday living, although we do not operate a formal flexi-time scheme. You can request flexible working if you have 26 weeks' service or more.

Health and wellbeing

In addition to Bolton One, we also offer:-

- Free eye tests for all staff using computers
- Discounted private medical insurance plans via AXA PPP Healthcare Ltd.
- A free 24 hour, confidential staff helpline for counselling, advice and support
- Discounted assessment and treatment from the Sports and Spinal Injury Clinic

Other leave

- Paid adoption leave, maternity leave and paternity leave
- Annual shutdown over the Christmas and New Year period
- Flexible leave for emergencies and compassionate leave

Library membership

Staff have full access to the Peter Marsh library including our iMacs, touchscreen PCs or laptops in our self-service Tech Zone. There's free wireless network access on campus and around town – just pick up a voucher from the library.

Location

The University is just 10 minutes' walk from Bolton town centre and the famous Bolton Market, three supermarkets and a retail park. We're also 10 minutes' walk from the railway station with direct links to Manchester and Manchester Airport and 10 minutes from Bolton bus station with local links.

Personal development

We offer a comprehensive induction to welcome you to the University and a range of staff development courses and access to the Mentoring Academy. Paid study leave may be available.

Religious worship

Our multi-faith Chaplaincy supports the spiritual life of the whole University community, celebrating festivals and notable dates. We have a multi-faith prayer room and prayer preparation facilities.

Equality and diversity

The University is committed to promoting equality and diversity in all of its endeavours and aims to provide a work, learning and teaching environment free for discrimination and unfair treatment. This commitment is set out in the University Equality & Diversity Policy.