

Job Description

Position:	Head of Centre
Academic Group/Service:	Queens Dental Sciences Centre (QuDeSC)
Reference:	HES-233A
Grade:	Fixed
Status:	Permanent
Hours:	Full Time
Reporting to:	Academic Director

Main Function of the Position:

- In conjunction with the Academic Director of Centre and University colleagues, to lead the development and operation of QuDeSC.
- Support the Academic Director of Centre in the operational management of the QuDeSC.
- Be responsible for determining the budgetary requirements for the operation of the Centre and implementing expenditure in accordance with the agreed budgets.
- Liaising with external regulatory bodies and authorities.
- Be responsible for the leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.
- To line manage colleagues within the team, as agreed with the Academic Director of QuDeSC.
- Produce performance reports and reviews for management review meetings
- Contribute and lead research activities required to improve the University's ranking
- Oversee the dedicated to QuDeSC admissions procedures, tracking the applications' processing to ensure conversion rates are high.
- Oversee the students' induction processes across all Programmes

Principal Duties and Responsibilities:

1. Co-ordinate and lead the team of staff who contribute to academic programmes of work to maximise the impact of their individual and collective contributions.
2. Provide effective management for academic leadership on relevant programmes and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information.

3. Identify budgetary requirements, so that Programmes are adequately funded and resourced.
4. Create a progressive and wider dental academic framework, through to Postgraduate Taught and ultimately Postgraduate Research level (PhDs), Foundation degrees, Bachelors' degrees and Masters' degrees.
5. Be responsible for the design, delivery and on-going evaluation of dental modules/programmes, ensuring University and QuDeSC objectives and learning outcomes are met, and reflect relevant content and current practice.
6. Participate fully and lead, where appropriate, in the curriculum development and research activities of the Department's academic programmes.
7. Design, review and adapt academic/programme content and guidance materials by interpreting student feedback pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.
8. Evaluate and manage complaints both internally and externally liaising with the corresponding departments or individuals to find remedial solutions.
9. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
10. To contribute to teaching in the QuDeSC Programmes, leading as appropriate in dedicated areas.
11. To coordinate Programme Leaders to ensure that QuDeSC meets core KPIs in line with University benchmarks for Recruitment, Retention and Graduate Outcomes.
12. Coordinate and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.
13. Liaising with the External Examiners and reviewing / responding to External Examiner reports, implementing corrective actions and implementations.
14. Line manage the Centre's Admissions and Office Manager, liaising directly with the central admissions department to ensure that the admissions process is managed efficiently and in a timely manner.
15. Be responsible for the financial management and oversight of expenditure of QuDeSC ensuring the Centre is adequately resourced, whilst achieving the best value for money.
16. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met overseeing the development of supporting infrastructure and new equipment.
17. Coordinate the research activities and direct the Dental Materials Research Lab.
18. Undertake research or other agreed scholarly activity in order to contribute to the research agenda and overall development of QuDeSC.

19. Identify and prepare proposals and applications to external bodies, as required, to secure necessary and relevant funding and generate additional income/opportunities for the University.
20. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure QuDeSC/University standards are upheld.
21. Provide support, guidance and training to junior members of staff on the skills, processes, and activities relevant to QuDeSC. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the QuDeSC's performance.
22. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote QuDeSC and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
23. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
24. In conjunction with the Academic Director of QuDeSC, to lead to the appointment of relevant teaching staff.
25. Deciding / Designing and implementation of timetables
26. Compliance with contractual service level agreements between QuDeSC and external institutions
27. Analysis of data, reviewing QuDeSC's performance and implementing changes within the Centre deciding and formulating future strategies meeting the Centre's goals.
28. Carrying out any other duties as designated by the Academic Director of QuDeSC
29. Participate and contribute in disciplinary investigations and hearings
30. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
31. 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.
32. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities.

Note:

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

This is a description of the position 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 position holder.

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

Person Specification

Position: Head of Centre		Reference: HES-233A	
School/Service Queens Dental Sciences Centre (QuDeSC)		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in a relevant dental subject area	Priority 1	Application Form/ Documentation
1 b)	A postgraduate qualification in a relevant dental subject area	Priority 1	Application Form/ Documentation
1 c)	PhD/Professional Doctorate, or equivalent level qualification or outstanding achievements in a professional field.	Priority 1	Application Form/ Documentation
1 d)	A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	Application Form/ Documentation
1 e)	Registration with the General Dental Council (GDC)	Priority 1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Able to successfully and effectively lead and manage academic/research programmes and teams	Priority 1	Application Form/Interview
2 b)	Proven skills in the management and delivery of new substantial academic developments and projects	Priority 1	Application Form/Interview
2 c)	Proven academic development, teaching and assessment skills	Priority 1	Application Form/Interview
2 d)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	Priority 1	Application Form/Interview
2 e)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	Priority 1	Application Form/Interview
2 f)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Application Form/Interview
2 g)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	Priority 1	Application Form/Interview
2 h)	Aware of current academic/professional developments in research, teaching and learning excellence	Priority 1	Application Form/Interview
2 i)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	Priority 1	Application Form/Interview
2 j)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Application Form/Interview
2 k)	Possess extensive breadth and/or depth of specialist knowledge to establish the new QuDeSC	Priority 2	Application Form/Interview
3 Experience			
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses in the academic fields to be covered by QuDeSC	Priority 1	Application Form/Interview

3 b)	Relevant experience in the supervision of the work of undergraduate and postgraduate students	Priority 1	Application Form/Interview
3 c)	Experience in contributing and implementing quality assurance improvements to taught academic programmes and also in respect of work-based learning provision	Priority 1	Application Form/Interview
3 d)	Experienced and able to publish quality research	Priority 2	Application Form/Interview
3 e)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form/Interview
3 f)	Experience in developing successful partnership arrangements with industrial and education partners and providers	Priority 1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	Priority 1	Interview
4 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 e)	Able to successfully network with local/national employers and organisations	Priority 1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
5	Other		
5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity Awareness of the principles of the Health and Safety, Data Protection Act Freedom of Information Act, and the Bribery Act	Priority 1	Interview
5 c)	Able to travel nationally and internationally in order to meet the requirements of the service	Priority 2	Interview

Note:

1. Priority 1 indicates essential criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. Priority 2 indicates desirable criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required