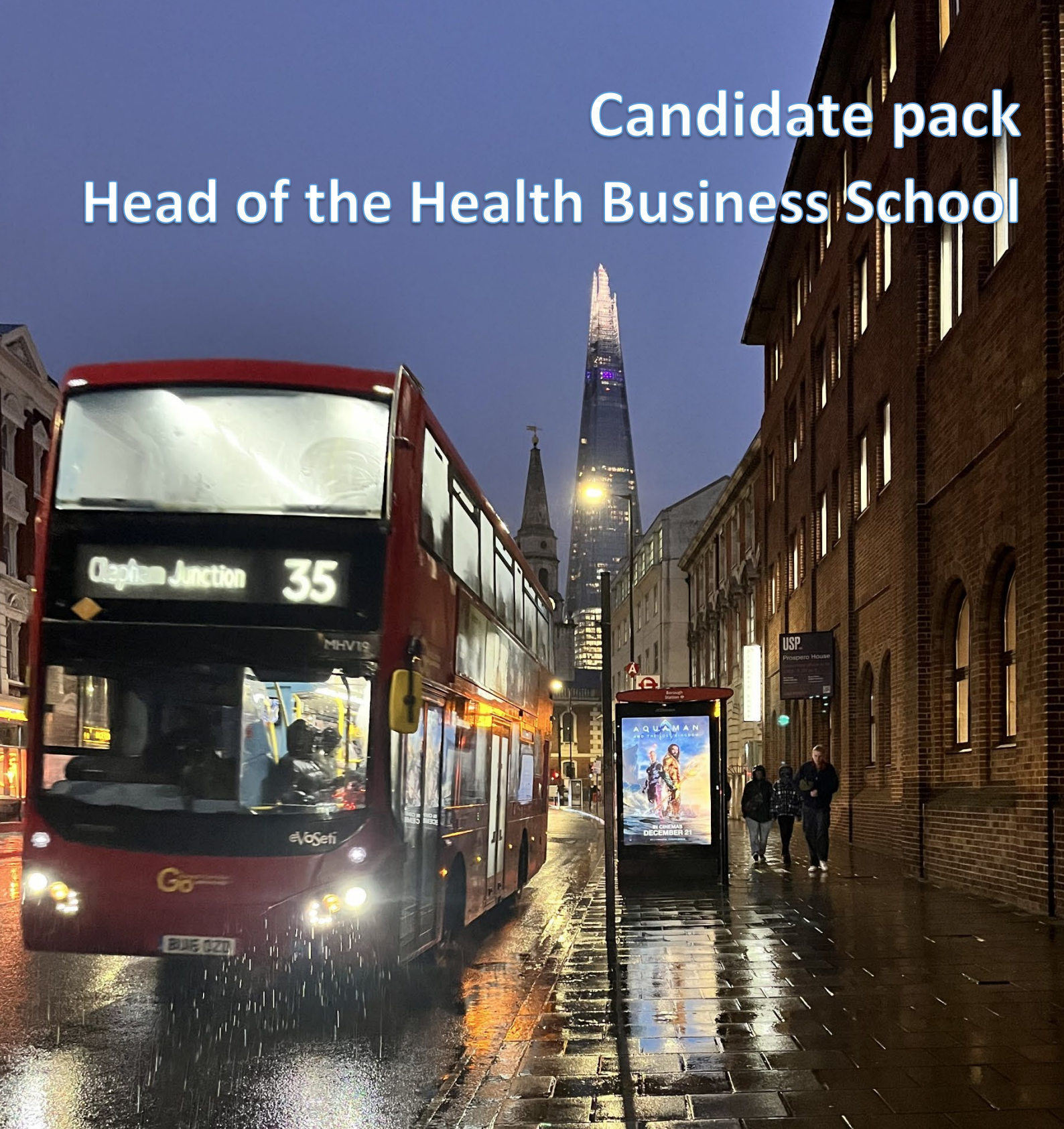


# Candidate pack

## Head of the Health Business School



**AECC**  
**University College**  
*Transforming lives  
through Health Sciences*



## **Head of the Health Business School Full-time (1.0 FTE)**

**Salary: £54,992 - £59,344 (Associate Professor) or £65,871 - £78,925 (Professor)**

### **The University College**

AECC University College is a specialist health sciences institution established in 1965, dedicated to excellent education, clinical care and applied research. Building on its proud heritage, the University College is on an exciting journey of transformation and growth with a new five-year strategic plan and vision to be a leading specialist health sciences university. As part of our growth strategy, we plan to acquire the University College of Osteopathy, in Southwark, London. Centrally located in Borough High Street, we are launching our Health Business School on 1st August 2024, initially offering an MBA and MSc in Global Healthcare Management. We provide a vibrant and positive inter-professional learning and practice environment, within a caring and inclusive community. Our main campus is based near to the Jurassic Coast, located in Bournemouth, Dorset.

### **The Role**

We are now looking for an exceptional and inaugural Head of School to take forward our plans in building an experienced team of academic and professional staff to create the healthcare managers and leaders of the future. You will be responsible for hiring staff to deliver high-quality education, research and professional practice, the development and successful delivery of an exciting suite of healthcare management and leadership courses and a set of related CPD courses aimed at addressing the needs of NHS partners and other healthcare systems.

You will be responsible for producing high-quality graduates suitable for immediate employment and maintain positive and collaborative relationships with our external stakeholders in the NHS and other healthcare settings both nationally and globally. You will manage staff and work closely with the Executive team and colleagues in the Senior Management Group to maximise strategic opportunities within the challenging landscape of higher education. You will champion the School's responsibilities aligned to the University College's Strategic Plan and be an engaged member of the Senior Management Group.

### **The Person**

You will be an experienced academic with a background in health and business leadership. You will have a strong record of achievement in your discipline. We are looking for a proactive, team-focused, leader with a flexible approach to management with excellent communication skills, demonstrable experience of developing and maintaining effective working relationships and share the same values of the University College.

The role will require you to have the ability to adapt and work flexibly to meet the demands of the University College, the higher education landscape and support an excellent student experience. You will have a flexible approach to working both from the future London campus and our existing campus in Bournemouth. A form of hybrid working is acceptable but as Head of School you will be required to attend in person when required. As an experienced academic, the post of Head of School is graded at either Associate Professor level or for an exceptional candidate who meets the criteria, the award of a Professorial title is available. This will be discussed at interview.

If you are excited by this opportunity to join AECC University College and help us to realise our ambitious plans, then we look forward to hearing from you.

<b>Position / Job Title:</b>	<b>Head of the Health Business School</b>
<b>Our Reference:</b>	<b>Tbc HR</b>
<b>School:</b>	<b>Health Business School</b>
<b>Duration:</b>	<b>Permanent</b>
<b>Location:</b>	<b>London campus and Bournemouth campus</b>
<b>Normal hours per week:</b>	<b>1.0 FTE</b>
<b>Band:</b>	<b>F at Associate Professor level or F+ at Professor level</b>
<b>Reports to:</b>	<b>Deputy Vice-Chancellor</b>

**Job Purpose/Summary:**

- To lead and manage the contribution of academic staff within the School to the University College becoming a leading specialist health sciences university providing excellent education and applied research in health management.
- To bring your sustained leadership experience, knowledge and management to the School and the University College to help achieve our vision of becoming recognised nationally and internationally as a centre of excellence, serving both London and Dorset locally, as well as the wider international community.
- To uphold and lead by example, the values of the University College and develop your own career and that of the School staff, aligned to our academic framework.
- To contribute to and lead the School on initiatives that enables academic staff to provide an outstanding student experience, delivering excellent graduate outcomes for all.
- To lead the development and growth of an emerging body of research and professional practice by School staff, in line with the expectations of our academic framework.
- To maintain professional and collaborative engagement with our NHS and business partners, growing our taught provision to help local and international workforce requirements and developing joint posts, including Visiting Faculty, with stakeholders to enhance provision.

**Values:**



- Caring
- Professional
- Passionate
- Inclusive
- Collaborative

**Main Responsibilities/Key Tasks for Head of the Health Business School**

Values

- Uphold the five values of AECC University College at all times.
- Lead others by example to contribute to an enhanced student or external stakeholder experience.
- Lead others within the school on achieving the relevant strategic aims of the University College by either direct line management or inspirational practice.

Education

- Lead and be responsible for the delivery of excellent educational delivery and good practice within the school.
- Lead the School effort for an enhanced student experience through educational enhancement activities and other defined projects.
- Encourage staff to contribute to curriculum innovation, leading the use of educational technology.
- Expand the offering of postgraduate programmes.
- Grow student numbers in postgraduate and CPD courses.
- Develop and support staff to undertake a recognised qualification in education.
- Manage academic staff and liaise with professional staff to support course delivery.
- Successfully undertake leadership roles as required by the Deputy Vice-Chancellor on a specific institutional-wide project to enhance education.
- Grow business development and income generation through the submission of bids and / or tenders for educational projects, research and innovation, and academic enterprise.

Research

- Develop, support, manage and lead staff to produce a body of published work relevant to the discipline and aligned to the Research Strategy of the University College.
- Lead by example by having a sustained track record of external research and knowledge exchange bids.
- Build a Post Graduate Research (PGR) community and support supervision as appropriate.
- Lead and mentor other research staff within AECC University College as appropriate.
- Maintain a sustained and externally recognised contribution to your academic subject contributing to the reputation of the School.
- Successfully undertake leadership roles as required by the Deputy Vice-Chancellor on specific institutional-wide projects to enhance research and knowledge exchange

### Professional Practice

- Lead, manage and develop staff to contribute to professional practice in their subject area and lead at national/ international level as appropriate.
- Encourage and lead staff to contribute to leadership engagement and thought-leadership with business/industry and professional or government bodies at a national/international level.
- Develop and maintain public and professional engagement involving the dissemination and leadership of research or education and practice to business or industry, government bodies, schools and colleges and the general public at a regional and national level.
- Manage staff to maintain a sustained contribution to the organisation and provide leadership and guidance of professional practice activity within AECC University College.

### **Additional Duties:**

- Undertake any other duties as assigned by the Vice-Chancellor or Deputy Vice-Chancellor
- To demonstrate support for the University College's commitment to equal opportunities and its Equality, Diversity and Inclusion Policy.
- To demonstrate support for the University College's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To undertake and lead other activities identified from time to time commensurate with the level of the post.
- Occasional weekend or out of hours work may be required to support specific projects e.g. Open Days.
- To lead and co-ordinate administrative duties as required by the Deputy Vice-Chancellor
- Maintain a personal development plan and that of others in line with agreed annual review.

<b>Selection Criteria</b>	<b>Essential/ Desirable</b>
<b>Education, Training and Qualifications</b>	
An appropriate undergraduate and/or postgraduate qualification in business or business-related health	<b>E</b>
Doctoral qualification/doctoral candidate	<b>E</b>
Postgraduate qualification in Education or Fellowship of the Higher Education Academy or significant experience in education	<b>E</b>
Commitment to obtaining a relevant Doctorate or professional qualification in Education within an agreed timescale (if applicable)	<b>E</b>
<b>Skills and Knowledge</b>	
An ability to use a variety of suitable assessment techniques, in-class, online and using technology	<b>E</b>
Leading knowledge of relevant developments in learning and teaching practices, including programme validation and, if applicable, professional body requirements	<b>E</b>
Sustained and leading reputation in own discipline for excellence in learning and teaching, research and/or professional practice	<b>E</b>
A leading knowledge of local, national and international stakeholders to expand our collaborations in education, research and professional practice	<b>E</b>
A sustained and leading ability to lead and deliver proposals and bids for external funding	<b>E</b>
Sustained leading of Research and/or Professional Practice activity with clear evidence provided	<b>E</b>
Sustained experience in administering and leading taught programmes and procedures and managing staff	<b>E</b>
Sustained experience of providing guidance, support, supervision and assessment of students	<b>E</b>
Highly developed communication and interpersonal skills	<b>E</b>
Effective leadership on projects	<b>E</b>
Experience of coaching and mentoring colleagues	<b>E</b>
Practiced IT skills	<b>E</b>

<b>Experience</b>	
Sustained evidence of experience and leadership in education and research or education and professional practice	E
Evidence of sustained leadership within Higher Education, private practice or an NHS setting	E
Enhanced development, leadership and management of successful learning, teaching and assessment activities including lecturing, small group seminars, problem-based learning, simulation and clinical skills development	E
Extensive teaching experience in higher education with evidence of leadership	E
Led research publications in peer reviewed journals	E
Delivering and leading staff development sessions	E
Preparing documents and leading bids for external submission	E
An evidenced track record of external funding at Co-I and PI level	E
<b>Personal Attributes</b>	
Caring, Professional, Passionate, Inclusive, Collaborative	E
Excellent interpersonal skills with staff, students and external stakeholders	E
Drive and energy to deliver targets in a fast-paced environment	E
An ability to adapt and work flexibly to meet the demands of the Strategic Plan, Fit for the Future	E
Maintain an outstanding student educational experience, be professional and reflective	E
<b>Abilities</b>	
Inspire the University College community and lead on projects for the development of the institution	E
Commitment to developing academic excellence and an outstanding student experience within the School	E
Self-motivated, proactive and innovative	E
Embrace change and personal development	E

***NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.***

The University College is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.

**Reports to:** Deputy Vice-Chancellor. For an informal discussion please contact Professor Kevin McGhee, Deputy Vice-Chancellor [DeputyVice-chancellor@aecc.ac.uk](mailto:DeputyVice-chancellor@aecc.ac.uk)

**Note to applicants:** Applicants must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum & Nationality Act 2006.

**Benefits:**

- Enhanced Employer's Pension contribution (12%)
- On-site Canteen
- Employee Assistance Scheme
- Death in Service Benefit
- Cycle to work scheme
- Subsidised gym
- Staff development event termly
- Wellbeing week
- Use of University College library facilities and many more

**To apply:** Please complete an online application form. Completed application forms should be submitted by midnight on the closing date. Please note that CVs will not be considered as a substitute for a complete application form but are welcomed as an addition. Closing date: 29 March 2024 with interview 29 April 2024.

We welcome applications from all sections of the community and value diversity in our workforce. Applications from people from black and minority ethnic groups, which are underrepresented in our workforce are particularly welcomed. **This post will be subject to an Enhanced DBS check.**





# AECC University College

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## HOW TO FIND US



**AECC  
University College**  
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