1. JOB TITLE: Head of Midwifery and Reproductive Health

2. HRMS REFERENCE NUMBER: HRMS/13220

3. ROLE CODE: FINHODE2

4. DEPARTMENT: Faculty of Health and Social Care

5. ORGANISATION CHART:

6. JOB PURPOSE:

As a member of the management team of the Faculty, the Head of Midwifery and Reproductive Health will work in a collaborative manner and contribute to the effective management and development of the department and the Faculty. The main focus of the post is to develop business and research activity, income generate and raise esteem in relation to the department and its activities and the Faculty overall.

The Head is responsible for the strategic direction of the department, leading the coordination, delivery and development of the provision. The Head is responsible to the Executive Dean of Faculty, reports to the Associate Dean, Business and Enterprise, and is accountable for the following:

- actively engaging in income generation and research activities and identifying market opportunities for business and enterprise, locally, nationally and internationally
- academic leadership of the department, including oversight of all programmes and modules therein, and associated curriculum development, teaching, learning, and
research
- advice to the Executive Dean and Associate Deans on the effective management of resources and the deployment of staff within the department
- assurance of academic quality in compliance with the Principles and Regulations of the University
- collaboration with the Faculty management team to ensure the effective management and development of the Faculty

7. BACKGROUND INFORMATION:

The Faculty of Health and Social Care is a thriving, multi-campus organisation offering a full and diverse portfolio of pre- and post-qualifying studies for health and social care professionals including nurses, midwives and social workers. The Faculty is committed to the enhancement of professional practice through an integrated approach to educational provision, practice development and research. All staff in the Faculty promote the ethos of life-long learning within a learner-centred, interprofessional approach. The Faculty actively encourages the development of all staff on both a personal and professional level, within a supportive and forward looking environment. The Faculty has three main strategic aims which are:

- To maintain the stability of the core business and enhance the quality of the student experience and the reputation of the Faculty
- To enhance research, scholarly activity, knowledge transfer and entrepreneurial endeavour
- To grow and diversify provision and partnerships, including international activity

Organisationally, there are two Associate Deans to support the Executive Dean, one for learning and teaching and one for business and enterprise. There are six Heads of Departments:
1. Acute Adult and Child Care
2. Community Health and Well-Being
3. Mental Health and Learning Disability
4. Midwifery and Reproductive Health
5. Post-graduate Medical, Dental and Interprofessional Education
6. Social Work

The Faculty has four main teaching sites:
- **Chester** - Riverside
- **Wirral** - located at Clatterbridge Hospital
- **Leighton** - located at Leighton Hospital, Crewe
- **Warrington campus** – located at the University of Chester Warrington campus, Crab Lane
8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communication

- To communicate effectively to ensure academic leadership of the subject area, including all programmes and modules therein, and oversight of all associated curriculum development, teaching, learning, and research, ensuring academic quality
- To provide advice to the Associate Deans and Executive Dean on the effective management of departmental resources and the deployment of staff within the department
- To teach at all levels, up to and including, doctoral level
- To analyse government and professional policies and adapt the Department’s provision to meet these policies
- To develop strategies and policies and ensure effective communications within the department and with external partners, especially in relation to all aspects of academic provision and business

8.2 Leadership and Working Collaboratively

- Responsible for the effective line management of all staff within the Department

8.3 Liaison and Networking

- Liaise with external contacts such as other educational bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income as appropriate
- Act as an ambassador to promote the work of the Department in the subject area both nationally and internationally
- Contribute to the management of quality audits and other forms of external assessment
- To be a member of the Academic Committees of the University, a member of the Board of Studies of the Faculty; a member of the Faculty’s Management Group; and to Chair the Subject Assessment Board in the subject area
- Chair internal/external committees as required
- To undertake effective liaison with Marketing, Recruitment and Admissions on the recruitment and selection of student

8.4 Delivering a High Quality Standard of Service

- To contribute to setting overall quality assurance and learning and teaching standards within the department, working closely with the Associate Deans and Executive Dean.

8.5 Effective Decision Making

- To make independent decisions on operational matters such as staffing, budgets/finance, planning and resourcing, impacting on the subject area
- To make independent decisions on the strategic direction of the department, in line with the Faculty Business Plan
- To manage the Department’s relationship with collaborative partners and to advise the Faculty on such partnerships.
- To make recommendations to e.g. Board of Studies, on the introduction of new programmes, new partnerships or suggestions on the introduction of University policy.
8.6 Planning and Organising Self and Others

- To be responsible for the strategic direction of the department, including full responsibility for recruitment, marketing, quality assurance and resources.
- To be responsible for the subject/department, managing all staff within department.
- To write strategic plans for the future direction of department.
- To monitor departmental budgets and keep appropriate records of income and expenditure, with reference to the Associate Deans and Executive Dean as appropriate.

8.7 Innovation and Improvement (Effective Problem Solving)

- To be responsible for identifying problems and resolving them, e.g. identifying and resolving areas of ineffective working.
- To identify the need for new modules, suites of modules and programmes.
- To design or delegate responsibility for designing new programmes as appropriate.
- To be responsible for the Departmental approach and success relating to student retention and achievement

8.8 Analysis and Research

- To undertake active involvement in research including presenting at conferences and publications
- To actively promote a research and scholarly activity ethos within the department

8.9 Sensory and Physical Demands

- Standard office environment and equipment

8.10 Work Environment

- Responsible for the health and safety of staff within the department and students in their immediate working environment.

8.11 Pastoral Care and Welfare

- To be the first point of contact for welfare matters for all staff within the department.
- To offer support and guidance to staff within the department.
- Complex personal matters affecting staff/students may be referred to the Executive Dean in line with University procedures.

8.12 Team Development

- To take responsibility for all team development within the department, including induction of all new staff, identification of development needs through development and Performance Development Reviews and undertaking action to meet these development needs
- To ensure the maintenance of positive working relationships among staff and students of the department
- To ensure effective communication with staff, including the convening of regular departmental meetings
- To provide leadership for the business and enterprise activities within the department, ensuring collaborative approaches towards the common goals of the Faculty
- To co-operate with the Faculty Management Group in the interests of the Faculty of Health and Social Care
8.13 Teaching and Learning Support

- To ensure all courses and programmes of study offered within the Department comply with the external requirements of their funding and validating bodies and the internal University policies and procedures, as detailed in its Quality Assurance Handbook.
- To undertake regular review and appraisal of programmes and strategic planning of the subject provision.
- To be responsible for the preparation of new programmes and curriculum development within the subject.
- To be responsible for the assessment of student work within the subject area, including liaison with external examiners and chairing of subject assessment boards.
- To be responsible for long term development of full subject area and the introduction of novel modes of delivery.
- To be responsible for overall quality auditing across full subject range.

8.14 Knowledge and Experience

The Head of Department must have sufficient expertise to lead or challenge thinking in their area of expertise and act as a source of expertise in this area. See person specification below.

8.15 General

- To undertake any other duties commensurate with grade, and/or hours of work, as may reasonably be required.
- To take responsibility for upholding and complying with the University’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- To comply with all University Health and Safety policies.
### PERSON SPECIFICATION

**HEAD of MIDWIFERY AND REPRODUCTIVE STUDIES**  
**FACULTY OF HEALTH AND SOCIAL CARE**

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<th>Criteria</th>
<th>Essential OR Desirable</th>
<th>Method of identification</th>
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<td><strong>Qualifications:</strong> A professional and current qualification in midwifery, together with a strong academic background in the subject area. First/higher degree in relevant area and doctorate, or one close to completion Post graduate teaching qualification/qualified teacher status (registration with the NMC/HEA membership).</td>
<td>Essential</td>
<td>Application</td>
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<td>Evidence of ability in and experience of academic leadership, particularly in respect of expanding markets and income streams Evidence of effective management of staff and provision Leading, developing and implementing new curricula Significant programme management experience and involvement in quality review events Previous teaching experience in higher education Experience of research and scholarship Involvement in research bids and projects Record of publications and external consultancy</td>
<td>Essential</td>
<td>Application, interview</td>
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<td>Delivering academic and service excellence: Evidence of the ability to manage resources, both human and financial A readiness and ability to work collaboratively with partners, both within and external to the University. Capacity to think effectively on both strategic and operational levels The ability to actively promote the subject area and engage in the promotion of knowledge transfer and related activities in connection with alternative funding streams.</td>
<td>Essential</td>
<td>Application, interview</td>
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<td>Essential</td>
<td>Interview</td>
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**Managing self and inspiring others**

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<th>Essential communication and interpersonal skills</th>
<th>Essential</th>
<th>Interview and presentation</th>
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<td>Highly organised self starter able to achieve demanding and time limited objectives;</td>
<td>Essential</td>
<td>Interview</td>
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<td>The ability to enhance the research profile in the subject by personal example and the encouragement of research activity by other members of the department, including pedagogic research</td>
<td>Essential</td>
<td>Interview</td>
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**Working together**

| Evidence of the ability to lead, and work as part of, a closely-knit team | Essential | Interview |

**Organisational and stakeholder awareness**

| Evidence of ability and achievement in developing external networks/partnerships as well as engaging in income generation and promotion activities | Essential | Application/interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.
UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT

FACULTY OF HEALTH AND SOCIAL CARE
HEAD OF MIDWIFERY AND REPRODUCTIVE STUDIES

SALARY SCALE
University Scale E2 points 50 – 52, £55,375 - £58,739 per annum.

PROFESSORIAL APPOINTMENT
A professorial appointment will be available for a suitably qualified candidate. Please see the Professorial Titles Procedure for more information regarding the criteria.

CONDITIONS OF APPOINTMENT
Those candidates who do not possess both a higher degree and a postgraduate teaching qualification/HEA membership will be expected to work towards these qualifications.

RESIDENCE REQUIREMENT
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOLIDAY ENTITLEMENT
35 days per annum (pro-rata during the commencement and cessation years). Two extra statutory days during the Christmas period.

CRB CHECKS
The successful applicant will have to undergo a CRB check before an appointment can be made.

MEDICAL EXAMINATION
Successful candidates will be required to complete an occupational health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME
The University is an admitted body to the Teachers’ Pension Scheme. All academic staff are eligible for membership of the scheme, and upon appointment, will be asked to indicate whether or not they wish to join the scheme.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.

PROBATIONARY PERIOD
A nine months’ probationary period applies to all University posts.

CLOSING DATE
Completed application forms should be returned to HRM Services, University of Chester, Parkgate Road, Chester, CH1 4BJ, no later than 12th May 2014 quoting reference number HRMS/13220. Interviews are likely to be held on Thursday 29th May 2014.