## Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

### 1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14732</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Head of Nursing and Social Work</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of School, Health Wellbeing and Social Care</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Office Holder Allowance</td>
<td>Office holder allowance of £4,113</td>
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<tr>
<td>Duration of post:</td>
<td>The term of office will be two years with the possibility, by mutual agreement, for extension for a further year.</td>
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<tr>
<td>Working hours:</td>
<td>Full-time</td>
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<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>5.00pm on 4 July 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter, Application Form and CV</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

The Post

The Head of Nursing and Social Work is a senior management position, the postholder will provide academic and business leadership for the discipline area and be responsible for the management and effective deployment of resources in order to meet School, Faculty and University strategic objectives. The Head of Nursing and Social Work has general oversight of teaching, research and scholarship strategy and activity and represents the discipline area in the School, Faculty, wider University and externally.

You will be based at the Open University's campus in Milton Keynes, working with the Head of School and other colleagues based in the School of Health, Wellbeing and Social Care as needed. The post involves regular travel to other locations to promote Nursing and Social Work provision across the four nations.

Job Description

You will be required to:

- exercise academic leadership at School, Faculty and University level, as a member of the School Senior Management Team and in contributing to the development of School strategy.
- contribute to the School Operational Plan that aligns with the Faculty’s Business Plan and responds to the University’s strategic priorities.
- provide strategic leadership and management of the disciplines, responding appropriately to external drivers and opportunities.
- be responsible for the management of the discipline area as a cost centre, working to Key Performance Indicators, and manage and deploy resources effectively including staff, budgets, infrastructures and equipment.
- have oversight of business development initiatives in support of the School’s growth strategy.
- develop and promote partnership working with commissioners and employers in the public, voluntary and independent sectors across the UK.
- have overall responsibility for the line management and appraisal of all academic staff in the discipline area.
- have overall responsibility for maintaining and enhancing the quality of the awards in terms of coherence, progression, levels and specification, in consultation with the relevant internal and external colleagues.
- work with and support Qualification Leads and Module Team Chairs in the production and presentation of qualifications and modules, creating development opportunities and agreeing standards and quality outcomes.
- work closely with other Heads to promote multi-disciplinary and inter-professional teaching and cross-school working.
- work with the Associate Dean Research Excellence and Associate Head of School Research and Scholarship to lead HWSC’s research and scholarship strategy. Be accountable for the quality and appropriateness of the research and publication outputs from academic staff, in line with the School and Faculty research and scholarship strategies.

3. Person specification
### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential:**
- Master’s degree or equivalent, in a related field.
- PhD or equivalent related to increasing the pursuit of knowledge in either Nursing or Social Work.
- A recognised professional qualification that is currently registered with one of the UK regulators for Nursing or Social Work Practice in the UK.
- A post graduate teaching qualification.

**Desirable:**
- An acknowledgement by accreditation of quality of teaching by an outside agency – for example HEA at Senior Fellow level.

#### Knowledge, work and other relevant experience

**Essential:**
- Evidence of excellent leadership and management skills including the ability to lead, motivate, delegate and encourage high performance.
- A detailed understanding of current policies and external drivers informing nursing, social work and health and social care in higher education.
- Evidence of experience in leading and managing innovative course production and presentation.
- A detailed understanding and experience of quality assurance activity, including institutional and external body reviews.
- Evidence of leading change and contributing to strategic developments.
- Ability to communicate effectively and to work in a team at all levels.
- Evidence of commitment to developing self and others.
- Knowledge of and commitment to equal opportunities policies and practices and a record of achievement in promoting diversity.
- An awareness of the funding regime for professional and work-based education and training for professional programmes within the four nations.
- Ability to work strategically with stakeholders at local and national level, including with government if indicated, the statutory and independent sectors, and user and carer organisations.

**Desirable:**
- Record of publications in a relevant area that supports professional practice.

#### Personal abilities and qualities

**Essential:**
- Ability and willingness to travel for work purposes, and to live within reasonable commuting distance of The Open University in Milton Keynes.
- Demonstrable energy and enthusiasm for promoting professional programmes of education at The Open University.
4. Role specific requirements e.g. Shift working

There is an expectation that members of staff will be present at Milton Keynes on average 3 days per week.

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies
The Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness; organised as three schools. We work proactively, taking an innovative approach to teaching and learning; develop collaborative and effective partnerships with employers and other institutions; and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in our national offices with our Student Support Team will be located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

Our three Schools are:
- Education, Childhood, Youth and Sport
- Health, Wellbeing and Social Care
- Languages and Applied Linguistics

The School of Health, Wellbeing and Social Care
The School of Health, Wellbeing and Social Care is one of three Schools within the Faculty. It is characterised by a vigorous intellectual life fostered through shared research/scholarship interests, collaborative teaching, and a strong external focus. The School has three distinct but inter-related areas of curriculum: Health and Social Care, Nursing, and Social Work. The School is committed to making a difference to health and social care practice and to working in partnership with key stakeholders. The School's mission is to transform lives through health and social care education and research. Our teaching materials are underpinned by the excellence of our research as well as high quality scholarship in the area of teaching and learning that focuses on the delivery of an excellent student experience. Students of the School have won prestigious awards including, for example, the Scottish Association of Social Workers student of the year award and the Royal College of Nursing Student Nurse of the Year Award in Northern Ireland.

Teaching
The University has been developing and delivering supported open learning in the field of health and social care for over 40 years. Our materials are highly respected and we have become one of the largest providers of educational opportunities and learning solutions in this sector. Our practice-focused curriculum and emphasis on meeting the need of the health, social work and social care workforce, makes us very different from other, more traditional academic units. The School:
- Supports a large student population of approximately 11,000
- Offers a diverse range of open modules and qualifications in the field of health and social care that are relevant to practice and the work place
- Is the UK’s largest provider of part-time social work training
- Has a unique pre-registration nursing programme which offers a work-based qualifying route for healthcare support workers across the UK
- Works in partnership with employers to provide learning programmes that meet their changing needs. Over 50% of its students are currently sponsored by employers, mainly in the NHS, social services and the voluntary sector
- Has a research community committed to promoting the synergy between research/scholarship and learning and teaching
- Is strongly committed to the principles and practice of equality, diversity, widening participation and to the pursuit of social justice.

The School develops open and distance learning materials for multi-disciplinary and multi-professional use, qualifying and post-qualifying routes, and vocational training. Modules and study materials cover a wide range of subject areas including social work; nursing; community care; working with children, young people and families; youth justice and law; public health; care management; mental health; dementia care and end-of-life care; communication in health; and mentorship and leadership.

Whilst most of the School’s curriculum is open to all, we currently offer two professional qualifications – a degree in Social Work and a degree in Nursing (adult or mental health) that are available to students who are sponsored and supported by their employers.

**Research and scholarship**

The School has a strong track record in applied health and social care research. We are funded by the Research Councils (ESRC and AHRC), the National Institute for Health Research and a wide range of trusts, charities and commercial organisations. In REF2014, 69% of our research submitted to UoA22 (Social Work and Social Policy) was judged to be world leading (4*) or internationally excellent (3*). 73% of our research was assessed as 4* or 3* for impact and 75% for research environment.

We continue to develop and invest in research and have a particular interest in:

- the role of innovative methodologies for health and social care research
- the study of normative/non-normative life-course trajectories, and the impact of these on experiences of health, care and wellbeing.

Our research is currently organised into five broad research themes: Ageing and later life; Children, young people, parenting and families; Death, dying and bereavement; Living with disability and long-term conditions; and Reproduction, sexualities and sexual health. Most of our staff work within, or across, these themes. Staff in the School are listed on the editorial boards or hold editorial responsibilities across more than 25 academic journals.

The School is committed to making a difference to health and social care practice and works in partnership with research users in all of our activities. We have a lively postgraduate community on campus and a busy international research events calendar.

The School is continuing to grow its enterprise and knowledge exchange activities through the development of long-term, strategic external partnerships and maximising the impact of our research through effective communication, supported by our busy events schedule.

**Collaborations with the BBC**

Over the past few years the School has been involved in a number of high quality popular broadcasts. These thought-provoking programmes reach millions of viewers and are developed in collaboration with academics in the School and the BBC. Recent examples include ‘Hospital’ an award winning series which explores the dilemmas and decision-making that unfolds in NHS hospitals; *Drugsland* a documentary series that takes a detailed look at the consumption, dealing, treatment and policing of illegal drugs; and *A Time to Live* a documentary which shares the stories of people who have managed to find the positives in their terminal prognosis and are determined to make the most of the time they have left.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Sally Boyle on 01908 332673 or email: sally.boyle@open.ac.uk

If you have any questions regarding the application process please contact Helen Jackman on 01908 332247 or email: wels-recruitment@open.ac.uk

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 5:00pm on 4 July 2018 |
| Post it to: | The Open University |
| Name/Job title: | Helen Jackman, Staffing Co-ordinator |
| Department/Unit: | WELS Staffing Team |
| Address: | Room 116 – 118 Horlock Building The Open University Walton Hall Milton Keynes |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | Wels-recruitment@open.ac.uk |

7. Selection process and date of interview

| The interview panel will be chaired by: | TBC |
| The other members of the interview panel will be: | TBC |
| The interviews will take place on: | TBC |
| The selection process for this post will include | TBC |
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.