

Job Description and Person Specification for: Head of Health Business School

Department: Health Business School	Reports to: Deputy Vice-Chancellor
Salary (Band/Annual/Pro rata): Grade F	Responsible for: School staff

Job Purpose/Summary:

The Head of the Health Business School is the School's academic and operational leader, responsible for shaping, communicating, and delivering its strategic vision. As line manager for all School staff, the postholder ensures excellence in education, research, knowledge exchange and professional practice across areas including health leadership, health systems management, public health administration, health economics, digital health innovation and workforce development.

The role is central to driving innovation across the School's taught and executive education portfolio, enhancing the student experience, and positioning the School as a sector-leading provider of business and management education for the health and care workforce. The postholder will cultivate a collaborative, inclusive environment where both staff and students can thrive.

As an established academic leader with a professional background in health management, public health, health policy, health economics, digital health, or a closely aligned field, the postholder will maintain strong relationships with regulators, employers, sector bodies and international partners. They will be a visible ambassador for the School, fostering partnerships that advance the School's reputation and ensure students graduate with the skills required to lead and innovate in modern health systems.

Main Responsibilities/Key Tasks:

1. School Leadership and Management

- To provide academic and professional leadership for the Health Business School
- Ensure an excellent student experience in which the student voice is genuinely valued, concerns are listened to, and action is demonstrably taken
- Recruit and line manage, in collaboration with senior School colleagues, School staff on full-time, part-time, casual and honorary contracts, including:
 - Recruitment, selection, and appointment of academic staff
 - Appraisal, staff development and performance management
 - Management of induction and probation
 - Workload planning and management
 - Dealing with issues concerning discipline and grievance
- Manage and control of budgets and other resources devolved to the School, as directed by the Executive Leadership Group (ELG)

- To contribute to the effective management of the University by ensuring the School achieves agreed Key Performance Indicators, and contributes fully to wider University as part of internal and external assessment exercises (NSS / TEF / REF / KEF)
- Ensure that staff are kept informed and involved in School activities as appropriate, and that staff views are made known to the ELG and other senior managers.

2. Strategy and Planning

- To support the ELG in all tasks delegated concerning the design and delivery of University plans as they change over time, including delivery of financial and student number targets within the School
- To work collaboratively with all external stakeholders in the planning, development and delivery of future-proofed curricula aligned to employer needs and health system priorities nationally and globally
- To increase access for students and learners at all levels of study, aligned to institutional expectations for digital, Lifelong Learning Entitlement and flexible delivery modes
- Oversee the planning, validation, monitoring and review of all programmes, CPD, executive education and short courses within the School, liaising with school staff, Heads of Schools and Services, and others where appropriate
- Work closely with students, faculty, the Director of Education & Student Experience, and Student Services to deliver strategies that enhance learning, engagement, belonging and success.
- Lead institution-wide projects as requested by the ELG

3. Student Experience and Engagement

- Work in partnership with students, academic and professional services colleagues to promote an inclusive and student-centred learning environment
- Ensure high levels of student satisfaction, engagement, retention, and graduate employability, exceeding national benchmarks
- Support student institutional access and participation, engagement, wellbeing and success strategies—especially for students from underrepresented groups
- Embed interprofessional and practice based learning opportunities.

4. Academic Quality and Enhancement

- Maintain a high quality, contemporary suite of programmes that meet sector, employer and professional body expectations
- Ensure high standards of teaching, learning and assessment, with strong internal quality assurance and external compliance.
- Participate in University quality processes (validation panels, exam boards, committees).
- Champion academic excellence and pedagogic innovation, including digital, blended, applied and practice-based learning.

5. Research, Knowledge Exchange and Enterprise

- Champion a vibrant research and knowledge exchange culture, supporting staff in developing outputs aligned with School and institutional priorities (e.g. health workforce, systems leadership, health economics, quality improvement, digital health).
- Collaborate with the Director of Research to grow the School's research profile and foster interdisciplinary partnerships across HSU.
- Drive income generation for RKE through engagement with external funders, industry partners and health system bodies.
- Support growth in enterprise activity, executive education and consultancy.
- Ensure appropriate staff contribute to research supervision (Masters, Doctorate, PhD).
- Promote scholarly dissemination through publication, conferences and practitioner networks.
- Develop and deliver a transnational strategy to grow international partnerships and student recruitment and enhance student experience.

6. Culture and People Development

- Promote a culture of innovation, inclusion, respect and excellence.
- Inspire staff to deliver exceptional teaching and professional practice.
- Support academic career development, wellbeing and talent management.
- Encourage and reward innovation, enterprise, collegiality and leadership.
- Embed sustainability principles across School operations and academic practice.
- Foster a culture of accountability, transparency, and continuous improvement
- Champion sustainability principles across educational systems and practices

7. External Engagement

- Act as key contact for alumni, employers, health system leaders, PSRBs, professional bodies (e.g. CIPD, FMLM, CMI, IHLM), and other strategic partners.
- Develop collaborative opportunities across HSU Schools to enable multi-disciplinary education and research.
- Strengthen the School's external profile to enhance recruitment, partnerships and enterprise activity.
- Support delivery of high-quality practice based learning
- Represent HSU nationally and internationally as an ambassador for excellence in health business and leadership education.

8. Teaching Contribution

- Deliver excellent teaching within an area of expertise as appropriate.

9. Eligibility for Professorial Title

Candidates will be assessed on the level of their academic leadership, scholarship, research, and professional practice against the criteria on HSU's Academic Framework.

General responsibilities as part of the Vice-Chancellor's Advisory Group

Actively contribute to University-wide leadership, including policy development and resource allocation

Lead cross-institutional initiatives, fostering collaborative working

Represent the University at ceremonial and formal events, including graduations, open days, staff and student events and public engagements

Promote the University's reputation, internally and externally, as a centre of academic excellence, innovation, and engagement

Embody and champion the University's values and commitments to inclusion, social responsibility and community impact

Chair or participate in committees, panels, investigations, complaints or disciplinary processes as required

General

Maintain professional standards in relationships, upholding HSU's values, policies and practices

Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students

Carry out such other duties as may be reasonably requested by the Vice-Chancellor or Deputy Vice-Chancellor

Performance Monitoring and Review

Participate in annual objective setting, appraisal, and performance review.

Key relationships

Internal

Executive Leadership Group, Vice Chancellor's Advisory Group, Students' Union and School Reps, Heads of Schools and Services, Academic and Professional Services Staff; patient liaison groups.

External

Alumni and donors, NHS and health system partners, local authorities, professional bodies, international partners, employers, academic collaborators, related commercial organisations as applicable.

Limits of Authority

Operate within the guidelines, procedures and regulations approved by the University, the Scheme of Delegation of the Board of Governors

Additional Duties

- To demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity, Inclusion and Belonging Policy.
- To demonstrate support for the University's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To undertake other activities identified from time to time commensurate with the level of the post.
- To work in line with our values

Requirement:	Essential:	Desirable:
Education, Training and Qualifications	<p>A first degree in a relevant field.</p> <p>A higher degree, doctoral qualification or equivalent professional standing in a relevant discipline</p> <p>Relevant professional registration or membership where applicable (e.g. CMgr, MCMI, CMBE, FMLM).</p> <p>Academic teaching qualification (PGCert HE) or equivalent</p>	
Skills and Knowledge	<p>Knowledge of contemporary approaches to teaching, learning and assessment in business and management education</p> <p>Knowledge of relevant academic, PSRB frameworks, standards and guidance underpinning business and management education and practice nationally and internationally</p>	

	<p>Strong people management skills including setting clear goals and objectives, delegating and performance monitoring of direct reports</p> <p>Financial acumen including setting and delivering against agreed budget targets</p>	
<p>Experience</p>	<p>Demonstrable leadership within higher education or executive education, with experience of managing programmes, teams and academic operations</p> <p>Experience of successful curriculum design, validation, enhancement and review</p> <p>Successful record of engaging students, staff and stakeholders to achieve strong outcomes</p> <p>Evidence of quality assurance and risk management in academic settings.</p> <p>Proven success in strategic planning, implementation, team leadership and change management</p> <p>Experience in developing employer partnerships, applied learning and/or executive education</p> <p>Successful development and oversight of transnational education</p>	<p>Experience developing and delivering online / digital / AI-enabled learning</p>

Personal Attributes	<p>Strong intellectual capability, emotional intelligence and professional integrity</p> <p>Strategic thinker, alert to the wider policy issues within national and international health and higher education policy</p> <p>Team-oriented with strong relationship-building skills.</p> <p>Ability to inspire trust at all levels, lead change and foster positive cultures</p> <p>Establishing positive and productive working relationships</p> <p>Commitment to excellence, efficiency, inclusion and HSU values</p> <p>Ability to see the big picture clearly with sound insight</p> <p>Sound judgement and the ability to make, communicate and implement difficult decisions</p> <p>A broad network of relevant professional contacts.</p>	<p>Existing relationships with health system bodies, regulators, employers, or relevant professional bodies.</p> <p>Track record of publications, externally-funded research, consultancy or enterprise activity.</p>
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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.*

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

January 2026