

## Deputy Head of Pharmacy and Head of Pharmacy Practice

**Reference:** R180099

**Salary:** Grade 10, £49,149 to  
£56,950 per annum, exceptionally to  
£74,261 per annum

**Contract Type:** Continuing

**Basis:** Full Time

**Closing Date:** 23.59 hours BST on  
Sunday 15 April 2018

**Interview Date:** Tuesday 01 May  
2018

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## **Job description**

### **Job Purpose:**

Job Title: Deputy Head of Pharmacy & Head of Pharmacy Practice

Grade: Senior Teaching Fellow/Associate Professorial Fellow – Grade 10

School: Aston Pharmacy School (School of Life and Health Sciences)

To provide strategic leadership within the Pharmacy School and to deputise for the Head of Pharmacy, both internally and externally to the University.

To provide academic leadership across the Pharmacy School, with a focus on the development and enhancement of the School's professional teaching portfolio.

To lead, contribute to, develop and enhance the teaching activities of Aston Pharmacy School in the area of pharmacy practice.

### **Main Duties/Responsibilities:**

#### **Deputy Head of Pharmacy**

- ▶ To provide strategic leadership within the Pharmacy School and be part of the management executive of the Pharmacy School.
- ▶ To deputise for the Head of Pharmacy, both internally and externally to the University.
- ▶ To provide academic leadership across the Pharmacy School and with the external pharmacy profession, with a focus on the development and enhancement of the School's professional teaching portfolio.
- ▶ To act as a contact for the Pharmacy School within the University in matters relating to teaching, with a specific focus on liaison with senior colleagues from Aston Medical School.
- ▶ To oversee the development of interprofessional learning and interdisciplinary working within the Pharmacy School's curricula, working with the Senior Lecturer in Personal Professional Development and Inter-Professional Education (a joint post between Aston Pharmacy School and Aston Medical School).
- ▶ To contribute to the development of School's teaching, learning and assessment strategies.
- ▶ To take a significant role in the proactive review and development of the Pharmacy School's curricula and programmes, and their associated pedagogy, with a focus on the area of pharmacy practice and the interface with the profession.
- ▶ To promote evidence-based innovation in the development, delivery and assessment of taught programmes in pharmacy, with a particular focus upon the practice of pharmacy and the interface with the external pharmacy profession.

#### **Teaching**

- ▶ To provide leadership in the area of Pharmacy Practice, as the Head of the Pharmacy Practice Teaching Group.
- ▶ To contribute to the development and delivery of the MPharm programme and other undergraduate or postgraduate programmes as appropriate.
- ▶ To lead teaching, learning and assessment in the area of pharmacy practice, with particular emphasis upon primary care and community practice.

- ▶ To oversee the design, development, delivery and assessment of the parts of the Pharmacy School's programmes focussed on preparing students to become competent pharmacy practitioners.
- ▶ To lead on the development and delivery of work-based placements, with a focus on placements within community and primary care pharmacy.
- ▶ To develop links with local community pharmacy and NHS organisations and in particular to facilitate and develop the placement of pharmacy undergraduate students within the practice environment.
- ▶ To teach undergraduate and postgraduate students, engaging learners in their academic studies and to carry out the associated assessment processes.
- ▶ To develop the Schools co-curriculum and student engagement strategies, and to provide academic support and advice to undergraduate and postgraduate students, identifying and developing appropriate learning objectives, teaching materials and assessment methods.
- ▶ To engage in the regular evaluation and development of modules for which the staff member has responsibility, in terms of content, delivery and assessment.
- ▶ Identify methods of improving performance by reflecting on teaching design and delivery and analysing student feedback and assessment outcomes.

### **Scholarly Activity**

- ▶ To pursue scholarly activity in the general area of pharmacy practice/pharmacy education.
- ▶ To publish the outcomes of scholarly activity in outlets of national and international standing.
- ▶ To pursue and secure external funding, developing ideas for generating income.
- ▶ Where appropriate, to supervise postgraduate students to Master's Degree level.
- ▶ To collaborate in scholarly activity/research initiatives with colleagues in and beyond the School of Life and Health Sciences as appropriate.
- ▶ To lead projects within Pharmacy/Pharmacy Practice, and contribute to cross University projects as required
- ▶ Undertake pedagogy research to support teaching activities within the Pharmacy School.

### **Professional**

- ▶ To foster and develop links with national and local organisations that influence educational and practice policy in relation to pharmacy, including the General Pharmaceutical Council, Health Education England, the National Health Service, and the Department of Health and Social Care.
- ▶ To maintain registration and professional competence as a pharmacist.

### **Other related activity and functions**

- ▶ To carry out specific administrative roles and functions as may be reasonably required, these being equitably distributed across the academic staff (e.g. module co-ordination, attendance at open days, involvement in undergraduate or postgraduate recruitment).
- ▶ To engage in continuous training and development programmes in the University (e.g. through Staff Development) which are consistent with the needs of the post.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>A degree in Pharmacy.</p> <p>A registrant with the General Pharmaceutical Council (GPhC).</p> <p>A postgraduate certificate in teaching and learning within higher education (or equivalent).</p> <p>Membership of the Higher Education Academy at Senior Fellow level or evidence of activity commensurate with Senior Fellowship, along with a commitment to obtain Senior Fellowship once in post.</p> <p><b>Additionally, for Associate Professorial Fellow:</b></p> <p>Membership of the Higher Education Academy at Principal Fellow level, or evidence of activity commensurate with Principal Fellowship along with a commitment to obtain Principal Fellowship once in post.</p>	Application form
<b>Experience</b>	<p>Experience of strategic leadership within a Pharmacy School.</p> <p>Experience of leading teaching and assessment within an MPharm degree programme</p> <p>Experience of programme or curriculum development.</p> <p>Experience of pursuing an independent line of pedagogic or pharmacy-related scholarship or research.</p> <p>A track record of publications, e.g. authored textbooks, review articles, conference presentations at national and international level.</p> <p>Familiarity/experience of the external quality assurance processes associated with MPharm provision.</p> <p>Experience of professional examining, preferably at a national level.</p> <p>Track record of quality and innovation in teaching and learning and evidence on ongoing CPD.</p> <p><b>Additionally, for Associate Professorial Fellow:</b></p> <p>Experience of leading and embedding teaching and learning initiatives across School/University.</p>	Application form, interview and presentation

	Essential	Method of assessment
	<p>Significant experience of pursuing an independent line of pedagogic or pharmacy-related scholarship or research and in applying for and securing external research funding.</p> <p>A significant track record of publications in e.g. authored textbooks, review articles, conference presentations at national and international level.</p>	
<b>Aptitude and skills</b>	<p>Ability to take on a leadership role at Academic Department /School/University level.</p> <p>Ability to guide the learning of undergraduate and postgraduate students in the area of pharmacy practice.</p> <p>Ability to lead the development of teaching strategy within Pharmacy.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Competence in IT skills and internet usage and the ability to harness IT as a teaching tool.</p> <p>Excellent communication and presentation skills.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p> <p>Commitment to observing the University's Equal Opportunities Policy at all times.</p> <p>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p> <p>Awareness of student pastoral needs and available support services.</p> <p>Ability to contribute to university citizenship.</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>A postgraduate qualification in a related area.</p> <p>Membership of a relevant professional body.</p> <p><b>For Senior Teaching Fellow:</b> Membership of the Higher Education Academy at Principal level.</p>	Application form

	Desirable	Method of assessment
	<b>For Associate Professorial Fellow:</b> National Teaching Fellow nomination or equivalent external recognition in teaching and learning.	
<b>Experience</b>	Experience of organising, developing and delivering teaching to MPharm students in a practice setting.  Experience of liaison with senior staff from other healthcare disciplines (especially medicine).	Application form and interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Professor Chris Langley

Job Title: Head of Aston Pharmacy School

Tel: 0121 204 3979

Email: [c.a.langley@aston.ac.uk](mailto:c.a.langley@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)