

## Job Description

<b>Job Title:</b>	<b>Associate Professor (Practice) Mental Health; Academic Lead &amp; Director of Programmes-Mental Health Nursing</b>
<b>Job Ref:</b>	<b>HED482</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 9</b>
<b>Salary:</b>	<b>£56,938 - inclusive of Outer London Weighting rising to £65,576 incrementally each year.</b>
<b>Hours:</b>	<b>The duties and responsibilities of an Associate Professor are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.</b>
<b>FTE:</b>	<b>1</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Head of Department</b>
<b>Accountable to:</b>	<b>Head of Department</b>

### **Role Summary**

This role will be held by a senior mental health nurse academic. Applicants should have a strong track record of influencing mental health nursing practice, with experience of leadership in education and research outputs within a UK context. The role-holder will bring extensive experience and a positive reputation for delivering and leading high-quality nursing teaching and academic leadership.

### **Job Purpose**

The appointee will be expected to carry out core activities in three areas: learning and teaching; research and knowledge transfer plus academic administration, leadership and management. The postholder will lead the provision of professional practice and teaching primarily in mental health nursing and associated mental provision working closely with academic leaders from adult and child nursing, plus midwifery and social work.

### **Main responsibilities**

#### **Learning and teaching**

- Lead the development and review of curricula and programmes in the area of mental health nursing as an academic leader/ Director of Programmes and Associate Professor
- Ensure that the curriculum is at the forefront of current research and reflects latest developments in mental health nursing practice
- Lead the development of innovative approaches to learning, teaching, and assessment in accordance with NMC requirements
- Coach and develop others in teaching methods and practice
- Deliver high quality teaching to students at undergraduate and postgraduate level and enhance the student experience and outcomes

- Lead mental health nursing practice learning working closely with colleagues from the Professional Practice Support Unit

### **Professional practice and knowledge transfer**

- Develop and improve professional standards and practices in mental health nursing and the wider mental health field, through advice, investigation, scholarly publication and involvement in national and/or community initiatives
- Lead an area of academic professional practice in mental health connected to CPD and external income generation with close liaison with partner trusts
- Participate in professional mental health nursing networks, to influence understanding and practice to enhance the University's profile in the area of mental health nursing education
- Demonstrate commitment to making an impact on society, based on professional practice and knowledge transfer
- Supervise postgraduate students

### **Academic Leadership and Management**

- Lead mental health nursing and the Faculty's mental health programmes as Academic Leader/Director of Programmes. To promote, develop and maintain quality enhancement systems, providing reports and data as required, including analysis and targeted actions on progression, retention, performance and student feedback and to ensure that the Faculty and Department are kept well-informed of the quality of the student experience.
- To lead assessment across allocated programmes to improve student progression and achievement and ensure coherent planning of assessment schedules.
- To work effectively with colleagues and technical and administrative staff, to contribute to the smooth running and operations of the work of the Department/Cluster Group.
- To develop, manage and provide feedback (My Review) to staff with support of the Head of Department
- Manage other allocated resources efficiently
- Contribute to cross- Faculty activities
- Coach and mentor colleagues
- Undertake other activities, as required

**Leave:** 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title: Associate Professor (Practice) Mental Health, Academic Lead & Director of Programmes Mental Health Nursing**

### **Essential: Knowledge, Skills and Experience**

- A minimum second-class honours degree in any subject, registration with the NMC, PG Cert HE/ Senior Fellow HEA or working towards this; plus MA/MSc (and/or Doctoral level award)
- Substantial post registration nursing experience with evidence of significant and sustained positive impacts on mental health nursing practice/academia
- Previous experience in senior leadership roles e.g. academic programme leadership; Director of Academic Programmes; nursing leadership roles
- Proven ability to deliver high quality teaching within a university environment, including knowledge and experience of current UK mental health practice with the ability to teach and supervise at undergraduate and postgraduate level, including CPD
- Track record of innovation in teaching and learning, with ability to deliver excellence in pedagogic leadership to enhance the quality of taught provision, increase levels of student satisfaction and improve levels of student retention, progression and employability
- Highly effective interpersonal and communication skills including: oral; written/literacy; numeracy and presentation, underpinned by the ability to use IT to support students and meet administrative responsibilities (e.g. MS Office and Outlook). Evidence of the use of VLEs in teaching (e.g. Moodle). Experience of working effectively with virtual communication technologies such as Microsoft Teams (or similar)
- Proven ability to co-ordinate and deliver as an academic leader/ 'Director of Programmes' with the ability to lead areas of academic management and planning focused on mental health nursing and engaging with nursing colleagues across the fields of adult, child and midwifery
- Evidence of knowledge and active leadership in university quality assurance processes and engagement in regulatory/PSRB approvals

- Ability to engage students and staff, and to motivate them to perform at their best; a proven record of collegiate management skills including the ability to plan and lead staff
- Demonstrable commitment to fairness and the principles of equality and inclusion
- Evidence of achievement or potential to make a substantial contribution to the work of the Department / Faculty in respect of at least one of the following three areas:
  - **1)Research and scholarship** -evidence of ability to contribute to the scholarly profile of the Department and where appropriate, to enhance the Faculty's Research Excellence Framework submission profile
  - **2)Enterprise /CPD KE-** potential to contribute to the income generating activities of the Faculty and Department through, consultancy, CPD, KE and contributing expertise to support projects with evidence of ability to attract, lead and manage project funding
  - **3)Professional engagement** - ability to link professional /industry experience to pedagogic practice to enhance the student experience and promote student employability. Ability to contribute to curriculum, module and programme development to enhance the Department's portfolio
  - Able to work collaboratively with others and demonstrate an understanding of, and commitment to, equality and diversity, and its practical application within the context of the University's values framework.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next ?**

If you wish to discuss the job in further detail, please contact Professor Lucille Allain, HoD  
[l.m.allain@mdx.ac.uk](mailto:l.m.allain@mdx.ac.uk)

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points (please refer to the Academic Professional apprenticeship Guidelines for more detailed information) <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week approximately).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- Exemptions for prior learning can be considered, if some modules have been completed.
- The Apprenticeship is managed by the Education Department.
- Applicants have 2 years to successfully complete the programme.
- Staff completing the apprenticeship will be awarded: the Academic Professional Apprenticeship, the PG Cert Higher Education and Fellowship of the Higher Education Academy (FHEA).

## Guidance Table

Considerations	Answer
<b>Prior Qualifications</b> Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in HE.	If yes, no further action is required. If No, they will be required to do the APA
Is applicant a UK or EEA national or a <b>non UK</b> or EEA national who has been in the UK for at least 3 years ?	If yes, the applicant will be required to do the APA. If No, they will be required to undertake the PG Cert HE as they will not be eligible to do the APA
<b>Level 2 English &amp; Mathematics (GSCE)</b> Has the applicant completed level 2 English & Mathematics or equivalent? (Evidence will need to be provided).	If yes the Applicant will be able to do the APA. If No, the Applicant will be required to undertake the PG Cert HE, as they are not eligible to do the APA.
<b>Part Qualified</b> Has the applicant already commenced a PG Cert HE, FE Programme in another institution and completed some of the modules?	The applicant will still be required to complete the APA and may be given credit for the modules already completed. The recognition of prior learning (RPL), may reduce the overall time to complete the Apprenticeship. However, all apprenticeships must be undertaken over a period of at least twelve months.
<b>Start date</b> When are applicants expected to start the programme?	If the applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
<b>Deferral</b> Are applicants able to request a deferral?	Approval for deferral will be given by the Executive Dean or Head of School.

## Postgraduate Certificate in Higher Education Programme

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

### **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

#### **Either**

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

#### **Or**

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

#### **Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University **MUST** go through academic induction.