|  |  |
| --- | --- |
| **Reference No.** | **013190** |
| **Job Title** | **Head of Department - Pharmacy** |
| **Nature and Duration of Contract** | Senior Lecturer II Grade  Permanent Wholetime Contract  Applicants should note that panels may be formed from which future vacancies may be filled. |
| **Reporting To** | Head of the Faculty of Science |
| **Department / Function** | Pharmacy |
| **Location** | ATU Sligo |
| **Essential Qualifications and Skills** | The successful applicant must hold an M.Pharm. Pharmacy degree or equivalent pharmacy qualification.  The successful candidate must have a minimum of five years relevant post-qualifying experience. |
| **Desirable Qualifications and Skills** | * Experience in the development and/or implementation of higher education programmes for accreditation by professional and regulatory bodies aligned to the discipline of Pharmacy. * Qualified at Ph.D. level or equivalent experience within the field of Pharmacy. * Experience with professional and regulatory bodies in Pharmacy. * Experience of teaching, learning and assessment at third level. * Leadership in curriculum design in Pharmacy. * Experience in a senior management role. * Professional experience in Pharmacy, Pharmacy practice or the Pharmaceutical/ allied industries. * An understanding of the Higher Education sector and associated policies and strategies. * Effective people management skills. * Demonstrable evidence of leadership in advancing gender equality. * Experience of developing and implementing strategic plans. * Able to communicate effectively, orally and in writing. * Strong negotiation and influencing skills. * Experience of budget management. * An active research profile and track record in research funding applications, and proven leadership in research. * Demonstrable excellence in teaching and learning, and pedagogical innovation. * Experience of the management of educational quality assurance processes. * Excellent IT skills.   Such factors may or may not be taken into account should there be a need for short listing of applicants for interview. |
| **Job Description** | ATU is a new Technological University in the west and northwest of Ireland formed from the merger of three Institutes of Technology in 2022. The Faculty of Science is developing a new M.Pharm. Pharmacy programme at the Sligo campus to address national shortages in the Pharmacy profession, building upon its existing profile in Pharmaceutical and Biopharmaceutical Sciences. This is an opportunity for an experienced academic to influence a new programme’s development from its inception.  As the Head of a new Department of Pharmacy, you will report to the Head of Faculty and you will be a valued member of the University’s senior management team. You will be responsible for the development and accreditation of the new M.Pharm. Pharmacy degree programme due to commence in September 2025 and associated programmes in this area, providing strategic leadership and vision in the new programme’s development.  Specifically, you will provide leadership in key areas including curriculum development, programme accreditation, professional and regulatory body compliance, and human and physical resourcing.  Your new role will require you to be an effective leader in health education across the University, ensuring the Faculty is a successful, innovative and inclusive learning environment in which academic staff and students flourish.  You will have an important role to play, internally and externally, in promoting an environment and culture that nurtures and supports staff and students from diverse backgrounds.  As a key member of academic management, you will be responsible for the efficient and effective management of the new Department of Pharmacy, its academic programmes, students and resources.  The Head of Department will contribute to the achievement of the ATU strategic plan and school plans by providing effective management and academic leadership within the Department of Pharmacy. You will be responsible for the management of departmental staff, and the planning of teaching and learning, research and commercial engagement. You will have responsibility for student recruitment, access and inclusion, and graduate outcomes.  Heads of Department are required to be in regular communication with departmental staff and to be responsive to staff and the interests of the wider ATU. You will demonstrate vision, management skills, the ability to acquire resources, and the skills to influence others in completing tasks and targets. The Head of Department of Pharmacy will have responsibility for communication of policies and procedures to departmental staff to ensure compliance with quality processes including regulatory requirements, professional body compliance and standards, and governance.  **Informal enquiries can be directed to the Head of the Science Faculty, Dr. Jeremy Bird by email –** [**jerry.bird@atu.ie**](mailto:jerry.bird@atu.ie) |
| **Duties / Key Responsibilities** | The appointee will be responsible, through the Head of Faculty, to the President for the efficient and effective management and control of the assigned Department, and for its development in accordance with ATU policy and plans.  The appointee will lead, direct and manage the academic programmes at Department level including teaching, research, programme development and design, academic assessment and academic administration.  The appointee will act as advisor and leader in quality assurance issues and will implement agreed quality assurance procedures and other procedures including progression, complaints processing, grievance and disciplinary, etc.  The appointee will manage and direct the staff of the Department including timetabling and evaluating staff performance.  The appointee will promote research, technology and knowledge transfer, and regional development through engagement and collaboration with business, industry and the wider community.  The appointee will carry out such duties as are assigned by the President/Head of Faculty as appropriate, including but not limited to:-   * Developing a rolling strategic and operational plan for the Department consistent with Faculty and ATU objectives and ensuring the staff are continuously advised on plans, policy and other necessary matters. * Providing overall management and administration of the Department, including managing the Department budget and maintaining appropriate records and making available information as required by senior management * Playing a leading role in the development, implementation and maintenance of academic quality assurance arrangements * Providing academic leadership and scholarship on existing and new courses, in course development and in course coordination * Directing and supervising the work of members of staff of the Department, including evaluating staff performance and acting in an advisory capacity and as a professional support in academic matters to colleagues * Advising on and participating in recruiting suitably qualified staff and managing, in consultation withthe Head of Faculty and otherrelevant members of ATU management, the development and implementation of a staff development programme for the Department * Participating in appropriate activities, including external activities, necessary to the development and promotion of the Department, Faculty and University; advising on and participating in the promotion and marketing of the Department, Faculty and University, its research, and its courses including the preparation of marketing literature and brochures and advising on student intake * Teaching classes for up to 105 hours per annum and carrying out assessment, monitoring and evaluation of examination work and providing an academic and consultative support to students in their learning activities; directing and supervising the work of Tutor/Demonstrators and taking academic responsibility for the academic standards of this work      * Working with the central management team[e.g. Registrar, Vice Presidents, central services managers] and other Heads of Faculty and Department as required and participating in committees as required from time to time * Liaising with awarding bodies, trade and professional organizations, government agencies etc. as required * Advising on equipment and physical requirements * Participating in committees and meetings as required * Carrying out such other appropriate duties as may be assigned by the Head of Faculty from time to time.   The appointee shall carry out the lawful instructions of the President  (or Nominee) and comply with the requirements and regulations of the Minister. |
| **Salary Scale** | Salary scale €89,328 – €114,847 (10 points)  Candidates may be considered for incremental credit above point 1 of the scale in accordance with University Policy. |
| **Equality, Diversity & Inclusion** | In accordance with ATU’s commitment to equality of opportunity for all job applicants, if you have a disability that prevents you from using the online system, you will be supported in your application. You are asked to request any reasonable accommodation in sufficient time to ensure you can participate fully in the recruitment process.  Please contact [recruitment.sligo@atu.ie](mailto:recruitment.sligo@atu.ie) should you require any assistance. |
| **Closing Date** | **Wednesday, 8th November 2023 at 12 noon** |