

Head of Division - Division of Musculoskeletal & Dermatological Sciences

Job Description / Person Specification

Reports to:	The Head of School – Professor Judith Hoyland
Organisational Unit:	School of Biological Sciences
Duration:	3 years in the first instance

Overall Purpose

Each School comprises a number of Divisions which will be directed by a Head of Division. Heads of Division will be a member of the School Executive Committee and School Leadership Team and will be expected to provide a key leadership role in the School, including line managing academic staff and promoting the reputation of the School within the University and externally. Heads of Division will be expected to establish/maintain a Divisional Leadership Team to support them with the leadership and management of

The key responsibilities of a Head of Division will be to:

Strategy and academic planning

- Contribute to the development and delivery of the School strategic plan
- Develop and implement a strategy and priorities for the Division in the context of the School and Faculty strategic plans
- Be a member of the School Executive Committee and School Leadership Team
- Promote and act on interdisciplinary working and engagement in the life of the School
- Engage with peers and Vice-Dean & Head of School and other Faculty colleagues and encourage Divisional staff to engage in inter-Division, School and Faculty working
- Maintain awareness of, and act on, changes in the external environment that have implications for the Division and School

Management of the Division

- To provide leadership, management, and mentoring to the Division's academic and research staff through a range of appropriate mechanisms for engagement.
- support and develop individuals within the Division to ensure continuity and succession planning for key roles in teaching, research and leadership
- Encourage an environment of wider engagement and leadership to include inter-Divisional/School/Faculty working
- Foster a transparent culture in the Division where constructive feedback is openly given and received

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- To lead regular Division meetings, and deliver effective two-way communication between all Division staff and the School and Faculty Management Team
- Have delegated responsibility for ensuring that staff in the Division adhere to University/Faculty policies and procedures as appropriate
- Maintain appropriate links with subject and professional bodies as applicable to the Division
- Ensure appropriate academic and research staff line-management structures in the Division and undertake performance and development reviews of staff
- Regularly review the research and teaching activities and outputs of academic staff within the Division and assess and manage performance relative to personal objectives and divisional priorities and strategy
- Ensure that research staff and PhD students are fully engaged and are appropriately represented in the life of the Division
- Recruit new staff in accordance with the overall directions and decisions of the Head of School
- Lead the academic promotion and probation processes for the Division, ensuring these are implemented consistently and adhered to on an ongoing basis, and be a member of the School Promotions Committee
- Foster effective working between staff and students
- Create an open, inclusive, and equal environment for all staff and students
- Have a strong commitment to reducing our impact on the environment.

Research

- Set targets in collaboration with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean for Research and Innovation to give a long-term perspective to the research of the Division and establish strategic alliances to improve research quality and impact.
- Work with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean for Research and Innovation to develop and implement research strategies in line with the Faculty 5-year plan
- Work with the Head of School, Associate Deans, Divisional Research Directors and Vice Dean Research and Innovation to develop strategies to increase the impact of publications and other outputs
- Ensure that all staff on T&R/R contracts contribute at a level that meets the Faculty expectations in terms of research.
- Work closely with the School Research Director and to ensure individuals are aware of, and engage with relevant funding opportunities.

Teaching and Learning/Students

- Work with the Head of School, School UG and PGT directors and Vice Dean for Teaching, Learning and Students to develop and implement the teaching and learning strategies including plans to improve the student experience for both home and overseas students

- Ensure that all staff actively contribute to teaching programmes in line with the Faculty expectations.
- Keep under regular review all taught programmes and PGR programmes in the Division to ensure that specific objectives are being met.
- Have responsibility for the recruitment, admission, academic support, welfare and progression of students as appropriate for the division.

Financial/Estates

- Assist the Head of School in planning the effective use of the school budget.
- Identify the resourcing needs of the Division and work with the Head of School on investment requirements for the Division
- Manage the budget for the Division in accordance with the University's financial regulations.
- Assist the Head of School in space and estates planning.

Social Responsibility

- Understand the influence of area of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction. Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Actively promote EDI throughout the Division in accordance with University policies, procedures and mechanisms

Health and Safety

- Have delegated responsibility for ensuring that a safe working environment is provided for staff and students in the Division.
- The health and safety responsibilities are documented within the relevant statement of intent, which can be found at: [H&S Statements of Intent](#)

Person Specification:

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

Leadership and management

- Ability to provide strong, inspiring leadership to the Division
- Highly self-aware and proactive in encouraging and developing leadership capability
- Role models the leadership qualities outlined in the University's Leadership Framework
- Effective and supportive line management of the Divisional Leadership team
- A clear commitment to the goals and vision of the Faculty

- Ability to create a sense of unity and common purpose
- Ability to implement and manage change effectively
- Role models the leadership qualities outlined in the University's Leadership Framework
- Ability to work well in teams and build relationships at all levels
- Prepared to take ownership and accept responsibility

Academic background

- A personal academic standing that has earned the respect of colleagues
- A record of leadership and commitment to excellence.
- An understanding of the strategic issues affecting higher education.

Personal qualities

- A strategic thinker, who values consultation and collegiality
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener and influencer
- Supports the development of teams and individuals
- An open, consultative management style
- Able and prepared to undertake difficult conversations where appropriate

Division for Musculoskeletal and Dermatological Sciences:

The Division Musculoskeletal and Dermatological Sciences comprises of around 43 members of academic staff (including 24 clinical and 3 teaching-only) and has an annual research income of approximately £14.7 million. The Division has ~ 65 research staff and 55 PgR students.

The Division of Musculoskeletal and Dermatological Sciences undertakes multidisciplinary research with projects ranging from basic science to clinical studies in the whole human.

Our work includes genetic and environmental epidemiology, experimental medicine, longitudinal studies and clinical trials. Much of our research is internationally leading. We are partners in many European initiatives and many of our Principal Investigators lead international consortia.

Externally funded centres include:

- [Arthritis Research UK Centre for Epidemiology](#);
- [Arthritis Research UK Centre for Genetics and Genomics](#);
- The musculoskeletal theme of the [NIHR Manchester Biomedical Research Centre \(BRC\)](#).
- The dermatology theme of the [NIHR Manchester Biomedical Research Centre \(BRC\)](#).

Research areas:

Epidemiology

The Arthritis Research UK Centre for Epidemiology addresses clinically important questions in musculoskeletal disease that require a robust epidemiological approach.

Areas of focus include the occurrence and progression of disease, the effectiveness and safety of treatment, and the impact of disease and treatment on quality of life.

Genetics and genomics

By studying genetic, transcriptomic and epigenetic changes, the Arthritis Research UK Centre for Genetics and Genomics aims to find the genes that increase the risk of developing rheumatoid arthritis, psoriatic arthritis and juvenile idiopathic arthritis.

They have developed methods to understand how these genetic changes regulate gene function using techniques such as Capture HiC, RNASeq, ATACSeq and ChIPSeq and are exploring how that results in disease.

Drug safety

The Division has a large programme of work studying the real-world safety of new and established treatments used in autoimmune diseases including rheumatoid arthritis, Juvenile idiopathic arthritis, psoriasis and lupus. We follow principles of pharmacoepidemiology and use data from bespoke national cohorts (e.g., BSRBR-RA, BADBIR) as well as primary care population datasets (e.g., CPRD).

Predicting response to treatment

For many conditions, there are a number of treatment options available but not none work well in everyone. Often, it can take several months before deciding that a drug is ineffective, during which time patients have continuing disease activity.

Ideally, we would be able to predict which patients will respond best to which drug. Predictive factors may be genetic, environmental, epigenetic, proteomic or psychological (for example, relating to beliefs about medicines). We have programmes of work exploring all of these factors.

Connective tissue diseases

We have a number of programmes focusing on the pathogenesis and clinical outcomes of individual CTDs including systemic lupus erythematosus, systemic sclerosis and inflammatory myopathies, as well as studies across CTDs to identify common aetiopathogenic subsets. We lead a number of national and international collaborative studies in CTD research and have funding from MRC/NIHR/ARUK as well as Lupus UK and Scleroderma and Raynaud's UK.

Osteoarthritis

Osteoarthritis is a painful condition that restricts the daily lives of individuals due to pain and a lack of functional independence. Our research focuses on testing the effectiveness of new drug and non-drug treatments for Osteoarthritis (OA), and also developing novel and more efficient methods for the testing of these therapies.

Psoriasis

Our psoriasis research programme is one of the most comprehensive in the world. Fully integrated with our clinical department, we apply cutting-edge investigative techniques and technologies to address questions arising from direct patient care.

UK and international funding from MRC/Wellcome Trust/NIHR/Industry supports innovative immunological/ genetic and therapeutic investigations into psoriasis.

Photomedicine

We undertake translational research into the beneficial and hazardous impacts of sunlight on human skin, including vitamin D production, photosensitivity conditions, and skin cancer; prevention and treatment of sunlight's harmful effects through development of systemic, dietary and topical photoprotective agents; and harnessing of ultraviolet and visible radiation in phototherapy/photodynamic therapy of skin disorders.

The brain-skin axis

The brain-skin unit is world leading in furthering an understanding of the psychosocial impact of skin disease and how psychosocial factors (e.g., stressful life events) may trigger and/or exacerbate inflammatory skin disease. The multidisciplinary team including dermatologists, psychologists, immunologists and neuroscientists uses diverse techniques, including functional MRI, to investigate the brain-skin connection.

Funding is received from the MRC, Psoriasis Association, Psoriasis and Psoriatic Arthritis Alliance and industry.

Hair biology

Our research focuses on the biology and pathology of the human hair follicle as a highly instructive, clinically relevant model system for studying many of the most fundamental problems in biomedicine. For example, we dissect the controls that govern hair follicle growth, pigmentation and remodelling, explore new avenues for its pharmacological and cosmeceutical manipulation, and investigate hair follicle stem cells, immunology, neuroendocrinology, damage responses and repair.

Skin ageing

Ageing occurs in all tissues and organs as the result of the passage of time; skin is special because, as well as displaying these intrinsic changes, it also interacts with our environment and so is subject to the combined effects of intrinsic and extrinsic ageing. Chronic exposure sunlight is the major environmental effector of skin ageing and impacts the prevalence of skin cancers and appearance. Our fundamental research looks to examine the mechanisms which underpin skin-related functional changes and the development of enabling technologies to mitigate the effect of ageing in skin.

Microbiome

There are ten times as many microorganisms living in and on us as there are human cells and it is increasingly clear that host-microbial interactions have a profound influence on health. Indeed, we

already know that the microbiome regulates functions of the immune system and is thought to play a critical role in the development of disease.

Using next generation sequencing techniques, we are exploring the role of bacteria, fungi and viruses as risk factors for musculoskeletal and dermatological conditions.

Wound healing

Existing research has failed to identify optimal treatments that influence healing in chronic wounds.

Lack of effective treatments arises from poor understanding of wound phenotypes/genotypes and factors, which impede, or promote healing. Our aim is identify these factors and develop a precision-medicine approach thus effectively improving chronic wounds management.