

Dear Applicant

**Professor in Public Health (HE08/34)**

Thank you for requesting information relating to the above vacancy. I am pleased to enclose the following:

- Job Description
- Application Form
- Professorial Appointments
- Referee Nomination Form

If you are interested in applying for this post you should complete and return the application form, equal opportunities monitoring form, referee nomination form and also enclose your CV.

Applications should be returned to:

Personnel Services  
Staffordshire University  
PO Box 662  
College Road  
Stoke on Trent  
ST4 2XP

The closing date for receipt of completed applications is 21 July 2009.

**Personnel Services**

**Job Description for the Post of Professor in Public Health (HE08/34)**

1. **General Details**

Job Title:	Professor in Public Health
Location:	Faculty of Health
Normal workbase:	Stoke Campus
Tenure:	Fixed term for 2 years
Salary:	Grade 10, currently £53,650 - £56,917 per annum

2. **Job Purpose**

To support and conduct high quality research, consultancy, teaching and development of projects that promote the delivery of high quality services and interventions in the area related to Public Health.

3. **Relationships**

Responsible to: Professor Rachel Davey, Director for the Centre for Sport, Health & Exercise Research, Faculty of Health, Staffordshire University

4. **Main Activities**

- a) To carry out independent research and act as principal investigator, adding to the body of knowledge in areas related to public health.
- b) To contribute to research and scholarship within the University, collaborating in the development of joint proposals and project work.
- c) To lead and support research and collaborative partnerships with other educational institutions and NHS partners.
- d) To lead bids for research and for other enterprise funds.
- e) To disseminate research findings widely through publication writing, supporting other staff to write and contribute to publications, teaching, and presentations at conferences.
- f) To promote research into educational programmes and CPD and the application of research into practice.
- g) To manage research contracts and budgets.
- h) To secure income for research and consultancy.
- i) To lead and develop the MPH (Health Informatics) and support marketing and recruitment activities.
- j) To teach on the Postgraduate on-line Masters courses.
- k) To supervise dissertations.
- l) To develop short courses and continuing professional development training.
- m) To undertake any other reasonable duties that may be required by the Dean of the Faculty.

In addition the role holder will be expected to:

- n) Maintain an outstanding contribution to academic or professional development and national profile of distinction and research excellence.
- o) Demonstrate strong leadership skills with a demonstrable track record of success in curriculum innovation and service development with health care partners.
- p) Demonstrate an excellent understanding of health professional education and development in public health, as well as broader NHS national and regional educational strategies.

## 5. Duties and responsibilities of the role of professor

The duties and responsibilities of an individual who has been awarded the title of professor are outlined below:

- Delivery of a public inaugural professorial lecture or appropriate equivalent public event, on a topic of his/her choosing within one year of the award of the title.
- Delivery of a periodical public presentation or equivalent event.
- Sustained and continued academic leadership, together with co-operation with other academic colleagues both internally and externally to the University.
- Teaching postgraduate students to the highest professional standards.
- Supervising postgraduate, doctoral and post doctoral dissertations, theses and research.
- Contributing to the improvement of education in the University through innovation curriculum and pedagogy.
- Conducting high quality research.
- Applying for and securing research income from such bodies as research councils, European Union, charitable foundations, commercial enterprise, government and other sponsors.
- Assisting other colleagues in the University to develop their research, scholarly activity and education through such means as joint publications and the leadership and collaborative development of research, scholarly activity and educational projects.
- Representing the University on appropriate regionally and nationally recognised bodies.
- Demonstrating a full and active role in the life of the University and enhancing its public reputation as a centre of education, research, enterprise and scholarship.

## 6. Person Sought

The successful candidate will have/be:

- A 1<sup>st</sup> or 2<sup>nd</sup> class Honours Degree and Masters Degree or PhD in an area related to public health
- Significant experience in postgraduate teaching and award leadership
- Significant experience in the design and delivery of on-line teaching at PG level
- Specialist level NHS experience in public health and the Higher Educational sector
- Recognised track record in published research
- Ability to exercise a high standard of scholarship and to conduct research either personally or as a team member
- Excellent verbal and written communication skills
- An excellent team player with an ability to work collaboratively with others
- Able to use innovation skills to solve problems and to use initiative in identifying & prioritising work needs
- Excellent Leadership skills and the ability to motivate others
- Commitment to excellent interpersonal and partnership relationships
- Capable of promoting, developing and encouraging personal, collaborative and contract research activities and scholarship within the University and partner organisations
- Ability to maintain an outstanding contribution to academic or professional development and national profile of distinction and research excellence
- A significant record of achievement and innovation in public health teaching
- Excellent time management skills, along with the ability to work independently and prioritise tasks effectively
- A high level of self-motivation and flexibility

- A willingness to travel in the UK and abroad if required
- A full valid driving licence and willingness to travel to different sites.
- Commitment to the University's mission and delivery of the University Plan
- Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

## 7. Special Conditions

This post is available on a fixed term basis for 2 years.

Inclusion in the GMC Specialist Register/GDC Specialist List/UK Voluntary Register (UKPHR) for Public Health Specialists is desired.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of a standard check of criminal records via the Criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions.

### Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

### Date Job Description Revised

June 2009

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP. If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 21 JULY 2009**

Interviews for this post will be held on 11 August 2009

### **Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

## Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

### Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

### Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

### CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

### Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

### Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

### Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

## Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1<sup>st</sup> August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

### Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.

## Further Guidance in Applying for Professorial Conferment

The evidence requirements indicated below are not intended to be exhaustive in their coverage and each submission will be considered on its own merit. Candidates should note that the guidance is designed to be indicative and not all applicants will be expected to provide evidence against every point listed.

The distinction between 'outstanding' and 'significant' is a matter of judgement and may involve a consideration of the range of evidence presented, level of esteem associated with this evidence and the candidate's standing in the context of appropriate peer groups.

In all cases candidates will need to demonstrate:

- achievements that are recognised both within the University and externally
- an ability to influence, stimulate and inspire others;
- commitment to the future development of their area of activity, and acceptance of the responsibility, for contributing to the leadership of the area of activity within their subject area/Faculty/School and more widely within the University.

### 1. Scholarship, research, knowledge transfer and professional practice:

Candidates will demonstrate an outstanding or significant regional, national or international contribution to the furtherance of knowledge or its application to society by scholarship, research, knowledge transfer or creative achievement.

Creative achievement may be recognised in any field and may be evidenced through other than traditional research or scholarly publication; this might include artefacts, texts, exhibitions, performance or some other form, but must demonstrate how knowledge and its application in the field concerned has been furthered.

In determining whether this criterion has been met, the panel will look for evidence of:

- sustained contribution to the field of work and validation of this contribution;
- authorship, direction or execution of performances, productions, exhibitions, or designs appropriate to the discipline or medium demonstrating how knowledge and its application in the field concerned have been furthered.
- authorship of highly regarded publications in paper or electronic form, patents or inventions, preferably either refereed or supported by other evidence of peer recognition;
- record of establishing collaborative links and/or productive research contacts with industry and/or the professions;
- innovation in linking research (and scholarly activities) and knowledge transfer through e.g. consultancies, CPD, enterprise activities;
- external recognition e.g. through membership of enterprise bodies, advisory/consulting roles for agencies or bodies;
- external experience of evaluating enterprise projects or programmes;
- involvement in relevant networks and collaborations;
- organisation of major academic/professional practice conferences and meetings
- contribution to their academic community, public policy, industry, the professions, commerce, the public sector or voluntary organisations;
- significant research income from e.g. research grants, commercial exploitation of research;
- successful supervision of researchers/research students;
- ways in which research has linked to and informed teaching;

- research team development and leadership within the subject area/Faculty/School;
- commitment to the future development of their personal area of activity
- capacity and acceptance of the responsibility for contributing to leadership of their area of activity within their subject area, Faculty/School and the University.

**2. Teaching, curriculum development and pedagogic practice:**

Candidates will demonstrate a regional, national or international record and reputation as a teacher especially through outstanding or significant contribution to curriculum development including: innovation in teaching, learning, and assessment methods; innovative schemes for encouraging access; and similar activities.

In determining whether this criterion has been met, the panel will look for evidence of:

- an established reputation as an excellent teacher and scholar e.g. University Learning and Teaching Fellow, National Teaching Fellowship, demonstrating:
  - Evidence of promoting and enhancing the student learning experience;
  - Evidence of supporting colleagues and influencing support for student learning;
  - Commitment to ongoing professional development with regard to teaching and learning
- contribution to the learning and assessment process e.g. curriculum development, innovation in teaching, learning and assessment including flexible approaches to student learning, the use of new technologies, and preferably with external assessments and evaluations of this contribution;
- impact of approaches and innovations at regional, national or international level;
- scholarship related to learning and teaching - publication of widely-used text books and teaching materials; pedagogic research, as demonstrated by publications etc, and how this has been received and utilised;
- external experience of the evaluation of learning, teaching and assessment e.g. QAA reviewer, consistent involvement in external examining;
- leadership of a major academic function within the university;
- recognised external leadership roles in learning and teaching e.g. through membership of regional and/or national bodies including education or training committees of professional bodies;
- contribution to the development of policy;
- success in securing external funding;
- commitment to the future development of teaching and learning;
- capacity and acceptance of responsibility for contributing to the leadership of teaching and learning development within the University

**3. Academic and/or Professional citizenship and reputation**

Candidates will demonstrate a full and active role in enhancing the University's public reputation as a centre of education, research, enterprise and scholarship at a regional, national or international level. This will involve, for example, leadership and/or representation which indicate an outstanding or significant contribution to the development of the academic and/or professional community. Other indicators might include engagement, and the development of strong and lasting links, with industry, commerce, the public sector, voluntary organisations or the professions.

In determining whether this criterion has been met, the panel will look for evidence of:

- ways in which professional activities promote and enhance the reputation of the University externally;
- contribution to their academic community and/or links with industry, the professions, commerce, the public sector or voluntary organisations in a way which distinguishes the candidate;



- service and leadership to professional organisations, learned societies, Government and industry policy advisory bodies, committees or community groups in areas relevant to the applicant's academic/professional expertise
- consultancy work which contributes to the development of public policy or other major community issues;
- acknowledgement as an intellectual leader in the field of activity;
- influence on regional/national policy debates and professional advice;
- invitations to act as consultant or advisor to major agencies and/or major professional bodies;
- leadership given to University colleagues in developing professional networks;
- establishment of effective international links which promote the development of the university.
- commitment to future professional activities which benefit and promote the University externally;
- capacity and acceptance of responsibility for contributing to the promotion of the University through professional activities.

**4. Academic Leadership which has furthered the University's aims**

Candidates must be able to demonstrate sustained academic leadership at a high level contributing to the development of substantial academic and related activities relevant to the vision, values and strategic objectives of Staffordshire University. This could be demonstrated by, for example, successful innovation demonstrating clear vision; all round excellence over a significant area of work.

In determining whether this criterion has been met, the panel will look for evidence of:

- outstanding, sustained and successful leadership of a major academic or academic-related function within the University in a way which distinguishes the candidate;
- developing or sustaining the Faculty/School and the University's prominence and profile at a regional and/ or national level, beyond its 'core business' and beyond the sum of its parts;
- leadership skills in designing and implementing substantial organisational change and/or building new institutional capacity within the School and University e.g. new research centre, research culture, teaching quality;
- commitment to the future academic leadership within or across the core activities of the University;
- capacity and acceptance of responsibility for providing academic leadership within the University.

# Referee Nomination Form



## Consideration for the Title of Professor

As part of the Professorial Appointment process, please complete and submit this form giving the contact details of four referees of appropriate rank and standing, who are sufficiently familiar with your work to comment with some knowledge and authority on the case for the award of the title of Professor. One of these could be from an employee of your currently University. Please note that references will be sought from all four people cited prior to interview and are in addition to the employment references requested on the application form.

<b>Applicant Name</b>			
<b>Post Title</b>	<b>Professor in Public Health</b>	<b>Ref No:</b>	<b>HE08/34</b>

<b>Referee 1</b>			
<b>Name</b>			
<b>Capacity in which known</b>			
<b>Address</b>			
<b>Tel No:</b>		<b>Email:</b>	

<b>Referee 2</b>			
<b>Name</b>			
<b>Capacity in which known</b>			
<b>Address</b>			
<b>Tel No:</b>		<b>Email:</b>	

<b>Referee 3</b>			
<b>Name</b>			
<b>Capacity in which known</b>			
<b>Address</b>			
<b>Tel No:</b>		<b>Email:</b>	

<b>Referee 4</b>			
<b>Name</b>			
<b>Capacity in which known</b>			
<b>Address</b>			
<b>Tel No:</b>		<b>Email:</b>	