

SECTION A: THE ROLE	
Job Title:	Head of Centre of Excellence in Paramedic Practice (CEPP)
Institute/Service:	Institute of Health
Job Grade:	Corporate Leader
Job Family:	Institute
Job Location:	Any university campus location
Responsible To:	Director of Allied Health Professions (AHP)
Responsible For:	Principal Lecturers on and off campus
Role Purpose:	
<p>To provide leadership to and management of the Centre for Excellence in Paramedic Practice, in support of the University's and Institute's strategic objectives and significant delivery of a large educational portfolio with a significant apprenticeship agenda.</p> <p>To provide leadership and management to Institute staff. Have operational responsibility for all paramedic education and contracts and stakeholder engagement of NHS Ambulance Trusts across England. To work in partnership with the Director of AHP to ensure alignment of the Centre's financial and strategic contribution to the wider AHP Provision.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Lead and manage the development, delivery and operation of the Centre of Excellence in Paramedic Practice and deputise for the Director of AHP where relevant.
2.	Promote the interests and image of the Centre, Institute and University to outside organisations, employers and individuals, fostering collaborative links and generating external funding
3.	Further establish and enhance the reputation and standing of the Centre of Excellence in Paramedic Practice within the region and beyond, across the full range of stakeholder groups
4.	To explore opportunities for developing CPD within paramedicine, including broadening the portfolio, increasing learner numbers and optimising continuation, completion and progression
5.	Promote and represent the Centre internally and develop productive and collaborative partnerships with other Institutes and Services
6.	Work with the Director of the Institute of Health to maintain responsibility for the Health and Safety requirements of the Institute including its staff, environment and audits as required in accordance with our Health and Safety policy

Additional Information:

As a senior post holder, you will demonstrate professionalism, technical competence, good interpersonal and networking skills and the ability to work independently as required. You will at all times operate within established University regulations and procedures and will need to demonstrate an understanding of the needs of a large, complex, multi campus University.

On occasions and in line with operational needs you will be required to travel to other campuses and sites, nationally or internationally.

As a senior postholder, you will be expected to work flexibly in discharging duties. The normal working week is defined in the contract of employment but because of the nature of the post, you will be required to work flexibly and for such hours as are necessary to fulfil the responsibilities of the post.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Corporate Leader Role: Head of Centre of Excellence in Paramedic Practice	Essential/ Desirable	To be identified by:
<p>Qualifications A relevant first degree and postgraduate qualification or equivalent professional experience.</p> <p>A registered Paramedic with the Health Care Professional Council</p> <p>Higher education teaching qualification/membership of the Higher Education Academy</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Experience Extensive and highly developed knowledge of principle, theory and practice as well as an understanding of broader developments relevant to paramedic practice, acquired through progressively more demanding and influential roles.</p> <p>Significant experience and high-level expertise in leadership and strategic development, preferably in higher education, in an area(s) relevant to the Institute.</p> <p>Substantial experience of effective people and project management across multidisciplinary groups.</p> <p>Proven experience of developing and delivery of regional, national and international partnerships with industry, business and commerce.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>Knowledge, skills and abilities Skills to provide substantial contributions to leadership in paramedicine including managing, motivating, and developing others.</p> <p>Ability to develop policy and strategy, and lead and manage others, working within broad parameters and policy guidance.</p> <p>Ability to manage high-profile change and large-scale, complex or multi-faceted projects.</p> <p>Ability to operate and plan strategically based on market awareness and use of highly developed analytical skills to develop new approaches and ways of thinking.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Supporting Statement/ Interview</p> <p>Application Form/ Interview</p> <p>Supporting Statement/ Interview</p> <p>Application Form/ Interview</p>

Ability to resolve issues and problems using own creative solutions.	Essential	Application Form/ Interview
Ability to negotiate, influence and persuade, including with key decision makers.	Essential	Interview
Ability to work collaboratively and present effectively	Essential	Application Form/ Interview
Ability to understand, conceptualise and interpret the requirements of others.	Essential	Application Form/ Interview
Strong record of research and/or knowledge exchange activity in a relevant discipline	Essential	Application Form/ Interview
Understanding of how the core business areas of the institution relate to each other, and how wider HE and broader sector/commercial issues impact on work in own area. Work with and influence senior management.	Essential	Application Form/ Interview
Understanding of financial management and ability to manage and control budgets, resources, and funding.	Essential	Application Form/ Interview
Other Commitment to the Strategic Plan of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.	Essential	Interview