

Candidate Information Pack

Appointment of:

Newcastle Health Innovation Partners

NHIP Academy Manager



## Summary

Newcastle Health Innovation Partners (NHIP) <https://www.newcastlehealthinnovation.org/> is seeking to appoint an Academy Manager for the NHIP Academy following successful accreditation of NHIP as an Academic Health Science Centre (AHSC) in April 2020. The AHSC sets a legacy of academic and clinical excellence for the North East and North Cumbria. The NHIP organisations are:

- Newcastle upon Tyne Hospitals NHS Foundation Trust
- Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust
- Newcastle University
- Academic Health Science Network for the North East and North Cumbria
- Newcastle City Council

Candidates are encouraged to apply from diverse backgrounds who are capable and comfortable working at senior level to establish the Academy, through the direction of its Director and founder, Professor Dave Jones.

## Background

Health and care academic career development is a major focus of NHIP. The creation of the Newcastle Academy will represent a flagship part of the whole NHIP programme. The vision of the NHIP partners is to develop as a sector leader, the definitive UK health and care academic careers development programme. This will be a novel and innovative programme and the Academy Manager will be critical to making that happen by leading and developing vital relationships with key people in the partner organisations, helping to break down cultural differences that may impact on the success of delivering this vision.

## Role Profile

This is a key senior management role in the Academy, working with the Director and the Chief Operating Officer NHIP in the development and delivery of the Academy vision and plan. Identifying strengths and weaknesses. Opportunities and threats, setting priorities accordingly and developing structures and plans to achieve these. You will play a pivotal role to develop and establish the Academy structure in respect of:

- a) Supporting, facilitating and managing the interface across Partners at all levels to deliver the Academy vision and plan, ensuring there are strong relationships across Partners at all levels.
- b) Building knowledge quickly and effectively around the funding landscape and opportunities for training and education, both regionally and nationally, and across NHIP Partners' sectors.
- c) Achieve practice-based solutions through high levels of resilience, proactive Partner engagement, and strong ethos of collaborative working.
- d) Enthusing and energising support for, and activity within, the NHIP Academy across Partners, across staff groups, as a key member of the overall senior leadership team of the Academy.
- e) You will be a member of the Academy Steering Group and accountable to the Academy Director. The role will have responsibility to provide oversight and delivery of the Academy

Programmes and to ensure strong and well-coordinated arrangements between the Academy, its Partner organisations, NHIP Sub-Committees and major collaborators.

## Key Roles and Responsibilities

- Through the NHIP Academy vision, to take direct responsibility for clarifying, establishing, embedding, disseminating, and supporting the delivery of the Academy system and 3-year plan, working across Partner organisations.
- To take the lead with partner organisations to break down barriers to achieving the vision of the Academy.
- To have created by the end of the 3 years a seamless process for the creation and development of a NMAHP and other healthcare career pathway across the partner organisations in NHIP.
- To take operational accountability with the Director for all aspects of the Academy function and activity, ensuring appropriate mechanisms for partner oversight.
- To take direct responsibility identifying and developing systems to support the strategy.
- To oversee the production of key documents, plans and reports including performance metrics.
- To represent the Academy at both senior University, partner and external meetings.
- To interpret and assess; needs, from trainees to the requirement of Partners; future trends; the generation of original ideas and testing innovative solutions where these are not obvious.
- To actively build a strongly motivated Academy Team, including working with others, not directly line managed which reaches out to Partners and beyond to develop integrated career pathways and build on the experience and excellent track record of Partner institutions in this field.
- To effectively identify with colleagues and coordinate relevant funding bids, promoting & recruiting to local programmes, and reporting to funders. Identifying trainee needs and early problems to quality assure our endeavours. Scoping and initiating new initiatives – such as agreed training frameworks.
- Leading colleagues to establish strong and effective marketing and communications of the Academy, internally across the NHIP partnership and clinical academic community and externally with key stakeholders such as Health Education England and funders. Including the delivery and development of an extensive website and signposting to other resources and support.
- To manage and fully embed an events leadership & planning function to oversee an ever-growing programme of events to develop & support clinical academics
- To develop and establish effective governance arrangements for the Academy which has effective coordination across NHIP Committees and streamlines decision making to achieve the Academy 2025 goals.
- To create and build effective team leadership for all Academy staff with effective management and finance support.
- To fully develop and execute a robust system to deliver a complex and highly successful programme for the Academy and provide robust reporting, translating data into meaningful information for the NHIP Board.
- To lead on ensuring transparency, equity and sharing of best practice across the programmes and NHIP partners.
- Working and leading colleagues to ensure the signposting of external opportunities for awards and programmes and that there are transparent support arrangements to guide the submission strategy through the relevant programmes.

## The Person (Essential)

### Knowledge, Skills and Experience

- Experience leading in a health setting and have a good grasp of the sector landscape in HE and at least one other relevant partner (the NHS or Local Authority)
- Demonstrably led and delivered complex projects on their own initiative involving multiple stakeholders and cultures – ideally across sectors
- Strong programme management and organisational capabilities
- Effective report writing, complemented with critical and analytical thinking
- Exceptional communication and influencing skills, including strong listening skills to achieve positive outcomes
- Highly developed abilities to adapt and be comfortable and responsive to (changing) context and organisational change
- Ability to guide and enthuse individuals for career opportunities
- Ability to quickly diagnose problems, effectively intervene and rapidly achieve consensus on proposed solutions
- Capability to work effectively across organisational boundaries and with different professional groups to support the vision of the Academy and drive forward integrated plans

### Attributes and Behaviour

- Shows commitment to the vision & cause
- Diplomacy and have a high level of political skills using influence rather than line authority
- Ability to creatively navigate solutions to complex problems
- Determined and resilient
- Desire to empower others, and ability to 'let go'
- Highly resilient to achieve practice-based solutions
- A passion for career development supporting others

### Qualifications

- Qualified to Degree level (Postgraduate desirable) and / or with significant relevant management and leadership experience plus proven success in a strategically important area
- A thirst for Continuous Professional Development
- Knowledge and understanding of the external environment within which Newcastle Health Innovation Partners operates (essential)

## Living and Working in Newcastle

**Newcastle is the cosmopolitan capital of the North East of England. Over the past 20 years, a cultural regeneration has changed the area beyond recognition, creating a stunning cityscape and a special place that rewards people who choose to visit, live, work, study and invest here.**

Today, Newcastle is a modern, compact and culturally vibrant European city with a strong identity. The city centre is easy to get around and offers excellent shopping, restaurants, museums, galleries and cinemas. The city centre is renowned for its stunning architecture with many fine buildings and streets including Grey Street, described by renowned architectural historian, Nikolaus Pevsner, as ‘one of the finest streets in England’. Once a busy industrial and commercial dockside, Newcastle’s Quayside is now packed with cafés, bars and restaurants from which to enjoy views of the River Tyne and its bridges.

Neighbouring Gateshead, on the south bank of the Tyne, is now famed for its contemporary culture and iconic structures, including BALTIC, converted from a landmark industrial building in the 1990s and now a major international centre for contemporary art, the Sage Gateshead concert venue occupying a curved glass and steel building designed by Norman Foster, the Stirling Prize – winning Gateshead Millennium Bridge and Antony Gormley’s Angel of the North.

Sports fans are spoilt for choice in Newcastle, with regular top flight football, rugby and basketball fixtures taking place in the city. Gateshead Stadium brings international athletics to the region, while the world-class Durham International Cricket Ground plays host to county, one-day international, Twenty20 and Test matches. Nearby, Close House golf resort is listed among the UK’s top 100 golf courses and, every year, the world’s largest half marathon, the Great North Run, attracts some 57,000 participants and many thousands more spectators.

The region is steeped in history. The Northumberland coast and its historic castles, designated as an Area of Outstanding Natural Beauty, are only 30 minutes’ drive to the north, while to the west lies Hadrian’s Wall world heritage site. South of the city is County Durham where the ancient City of Durham is complemented by a heritage coastline and rural towns and villages.

Exceptional transport links connect the city and region to the rest of the UK, Europe and beyond. Newcastle International Airport is just over 20 minutes from the city centre by car or public transport, from where there are direct flights to and from London (Heathrow and Gatwick), Dubai, Amsterdam, Brussels, Dublin, Paris, New York and over 65 other destinations around Europe, together with frequent flights to most major domestic hubs. The East Coast mainline provides direct access to London by train in less than three hours and Edinburgh in just over an hour, with trains running approximately every 30 minutes. The A1(M) motorway links the area to London, Edinburgh and other major UK cities.

Getting around Newcastle on foot or by public transport is much easier than in many other urban centres. The modern, integrated transport system includes an extensive network of local buses and the Metro which connects the airport, city centre, coast and Sunderland. Services are reliable and good value and make commuting extremely easy.

Our region is one of the best value places to live in the UK based on the average cost of living, and property is significantly more affordable than in many other parts of the country. From carefully restored Victorian terraces to contemporary city-centre apartments, semi-rural locations to a seafront home, the region offers a wealth of choice in accommodation.

Newcastle's hospitals have an international reputation for excellence in health care, and the University works in close partnership with the Newcastle Hospitals NHS Foundation Trust. Our National Health services are some of the best in the country, and our hospitals – including the Royal Victoria Infirmary and the Freeman and Queen Elizabeth hospitals – are also significant employers.

Education here also has a strong reputation, with a choice of excellent state and private schools, several FE colleges and of course world-class higher education provision.

## Equality, Diversity & Inclusion

We are committed to academic excellence, equality of opportunity, valuing individual differences and the diversity this brings. We aim to develop a fully inclusive University community which recruits and retains colleagues and students from all sectors of society, so that they can be developed within a positive and supportive culture and encouraged to flourish and reach their potential. Our ED&I strategy can be found [here](#).

These fundamental values are central to ensuring that all individuals are treated with dignity, fairness and respect. The fostering and promotion of good relations and understanding between and among colleagues and students, irrespective of identity or background, is expected of everyone that works or studies at the University. By fully embracing equality and diversity, the University is better able to engage with its customers, respond to new and evolving business challenges and create better working environments for colleagues.

## Athena SWAN

We are the proud recipients of an institutional silver Athena Swan award demonstrating our achievements and ongoing commitment to achieving gender equality. We have held a Silver award since 2016

## Race Equality Charter

Newcastle University has become a member of the Race Equality Charter (REC) to help to improve the representation, progression and success of minority ethnic colleagues and students within higher education.

REC provides a framework through which institutions work to identify and self-reflect on institutional and cultural barriers standing in the way of minority ethnic colleagues and students. We are aiming

for a full accreditation submission by 2022 and have a self-assessment team, chaired by the Deputy Vice-Chancellor, with membership of colleagues and students from across the organisation working on several key workstreams that have huge relevance in the Education portfolio.

We value diversity at Newcastle University and welcome applications from all sections of the community.

## Colleague Benefits

Newcastle University is committed to providing a great range of benefits and discounts for our staff and includes:

- Excellent pension schemes (e.g. USS, NHS).
- Excellent salary sacrifice schemes, cycle to work scheme and pensions.
- Generous annual leave of up to six weeks per year in addition to a Christmas closure period. You also have the opportunity to purchase a further two weeks additional leave per year.
- Family friendly leave policies, a staff volunteering scheme and career break scheme.
- NCL Rewards which offers nearly 6,000 discounts at national retailers, holiday providers, cinemas, leisure attractions and much more.
- Webstore – offering discounts on local sports tickets, theatre shows and other attractions.
- Discounted regional travel scheme including bus, metro and rail.
- On-site Sports Centre and Library.

More detailed information at <https://www.ncl.ac.uk/vacancies/benefits/>

## Key Terms & Conditions

This is a full-time post, tenable to 31 March 2025 in the first instance with any extension dependent upon re-designation of the Academic Health Science Centre), subject to probationary review after 1 year. You will be employed by Newcastle University. Salary will be on the Newcastle University pay scale and will be competitive and appropriate to the experience of the post-holder. For candidates from other partner organisations, however, the host employer would be open to further discussion.

## How to Apply

We now invite applications for the position of NHIP Academy Manager, applications should consist of a full CV and a covering letter, of up to two sides of A4 paper, addressing the essential requirements for the position.

Informal enquiries can be made to Professor Dave Jones [David.Jones@newcastle.ac.uk](mailto:David.Jones@newcastle.ac.uk) or alternatively Dr Niina Kolehmainen [Niina.Kolehmainen@newcastle.ac.uk](mailto:Niina.Kolehmainen@newcastle.ac.uk)

## Appointment Timetable

Opening Date:	23.05.2022
Closing Date:	15.06.2022
Formal Interviews	30.06.2022