

Job Description

Job title	Head of School of Pharmacy
School / department	School of Pharmacy
Grade	Professor Grade 9 /10
Line manager	DVC (Academic)
Responsible for (direct reports)	Pharmacy Academic Staff
Date of creation or review	16/02/2026

Main purpose of the job

To provide strategic academic leadership and overall management accountability for Pharmacy, ensuring:

- excellent student experience and outcomes across taught provision;
- robust quality assurance and enhancement, including ensuring all GPhC requirements are met;
- growth and delivery of research, enterprise/knowledge exchange and external income;
- effective people leadership, resource stewardship and change leadership; and
- strong external profile and partnerships with relevant professional bodies, the NHS/health economy, industry and other stakeholders.

Key areas of responsibility

1. Strategy, leadership and governance

- Set and deliver a clear strategy aligned to School/University priorities for developing Pharmacy at UWL, translating it into measurable operational plans.
- Provide visible, values-led leadership that builds an inclusive, high-performing culture.
- Contribute corporately to School Pharmacy / University governance and decision-making.

2. Learning and teaching portfolio

- Lead and assure the design, delivery and continuous enhancement of the educational portfolio including MPharm curriculum within the School Pharmacy, ensuring academic standards and currency.
- Promote excellent, inclusive teaching practice and assessment that improves progression, attainment and graduate outcomes.
- Support portfolio positioning, recruitment and admissions/selection activity as delegated.

3. Quality assurance, accreditation and compliance

- Hold responsibility for academic standards and quality assurance/enhancement of Pharmacy programmes within the School Pharmacy
- Lead or assure GPhC accreditation activity and ongoing compliance, including action planning and evidence management.
- Ensure compliance with relevant academic, statutory, equality, financial and health & safety obligations.

4. Research, enterprise and knowledge exchange

- In conjunction with the Director of Research and DVC (academic), develop pharmacy research within the School supporting REF-quality outputs, research income growth and impact.
- Enable a supportive research culture through talent development, mentorship, interdisciplinary collaboration and grant support.
- Grow Pharmacy enterprise/KE activity and external engagement appropriate to the School's disciplines.

5. External relations, partnerships and profile

- Act as senior ambassador for the School Pharmacy, to enhance reputation, recruitment and research/enterprise performance.
- Build and sustain strategic partnerships with professional bodies, NHS/health economy and industry partners.

6. People leadership and organisational development

- Lead Pharmacy staffing strategy, performance management, development and wellbeing; build an effective leadership team and succession pipeline.
- Lead and manage change, driving continuous improvement in systems, processes and culture.

7. Finance, resources and risk

- Accountably manage Pharmacy resources and budgets, delivering agreed targets and ensuring robust financial controls.
- Monitor performance and risk, using evidence to drive improvement and informed decision-making.

Dimensions / background information

- The post-holder is accountable for the academic performance, student experience, and delivery of agreed School Pharmacy /University objectives.
- Reports to the DVC (academic) and contributes to School Pharmacy / University strategy, committees and governance.
- Leads the Pharmacy leadership team and has overall accountability for staffing, resource deployment and performance.
- Key external interfaces typically include professional bodies/GPhC and other PSRBs, NHS/health economy partners, industry partners, funders and relevant public-sector stakeholders.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
	PhD (or equivalent) in a relevant discipline.	Essential	x		
	Eligibility for appointment at senior academic level (e.g., Reader/Professor or equivalent), with appropriate academic credibility.	Essential	x	x	
	Professional registration with the General Pharmaceutical Council (GPhC).	Desirable	x		
	Evidence of continuing professional development aligned to senior leadership in higher education and/or the profession.	Desirable	x	x	
	Senior academic leadership and management experience in a higher education context, delivering strategic plans and measurable outcomes.	Essential	x	x	
	Proven leadership of learning and teaching quality, student experience enhancement, and Pharmacy curriculum innovation.	Essential	x	x	
	Substantial experience of quality assurance/enhancement, including successful management of GPhC accreditation and compliance activity.	Essential	x	x	
	Track record of research/scholarship at national/international level, including outputs and (ideally) external income, and ability to stimulate a thriving research culture.	Essential	x	x	
	Experience developing and sustaining external partnerships with professional bodies, the NHS/health economy and/or industry, enhancing reputation and opportunity.	Essential	x	x	
	Proven ability to manage budgets and resources at appropriate scale, including planning, prioritisation and financial control.	Essential	x	x	
	Demonstrable success leading change and organisational	Essential	x	x	

	development, including performance improvement and culture change.				
	Ability to articulate a compelling vision, secure commitment, and motivate multidisciplinary teams.	Essential	x	x	
	Strong influencing, negotiation and stakeholder management skills (internal and external).	Essential	x	x	
	Analytical and evidence-based approach to performance management, decision-making and risk management.	Essential	x	x	
	Ability to represent the School Pharmacy credibly at senior levels and in external forums, enhancing profile and impact.	Essential	x	x	
	Excellent written and verbal communication skills, including ability to tailor messages to different audiences.	Essential	x	x	
	Strong organisational skills with the ability to manage competing priorities, deadlines and pressure.	Essential	x	x	
	Integrity and fairness with a clear commitment to equality, diversity and inclusion; ability to foster an inclusive culture.	Essential	x	x	
	Collaborative working style with the ability to build effective internal networks and encourage interdisciplinary activity.	Essential	x	x	
	Understanding of the wider higher education and health/professional policy environment relevant to Pharmacy.	Essential	x	x	
	Commitment to health, safety and welfare responsibilities appropriate to a senior leadership role.	Essential	x	x	
	Willingness to undertake duties commensurate with the post, including occasional travel and out-of-hours commitments as required.	Essential	x	x	

Disclosure and Barring Scheme

Is a DBS Check required: To be determined by institutional policy and role risk profile.

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Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and

Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a Check Approval Form will need to be completed.

¹Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.