



Queen Mary  
University of London  
Barts and The London



## **Chair and Director**

of the Institute of Population  
Health Sciences and  
the Wolfson Institute  
of Preventive Medicine

[qmul.ac.uk](http://qmul.ac.uk)

# Job Context

Barts and The London School of Medicine and Dentistry (SMD) is a highly successful faculty comprising seven institutes. It has annual research awards of circa £100m and its research portfolio spans basic, laboratory-based science through to applied health research.

Our research is embedded within the local community of East London and supports SMD's objective to produce innovative therapies and advance patient management nationally and internationally. The impact of our research is far-reaching, with extensive partnerships across the globe to facilitate large-scale projects. 3rd in the world for citations in Medicine (QS Rankings) and with 4 of our academics ranked in the global top 1% most highly cited in medicine, our researchers are recognised internationally as leaders in their respective fields. REF 2014 placed SMD's research 6th for medicine and 3rd for Dentistry, with 90% of our outputs ranked at 3\* or 4\*.

The SMD runs an outstanding portfolio of undergraduate and postgraduate education, with over 3,400 students learning across all campuses, including a new campus in Malta. The SMD was rated 7th for both Dentistry and Medicine in the Complete University Guide 2019, as well as 8th for Medicine and 5th for Dentistry in the 2020 Times and Sunday Times Good University Guide. We consistently perform well in the NSS, with 90% overall satisfaction, and we are committed to offering a diverse curriculum responsive to the growing demands of a rapidly evolving health environment.

The Institute of Population Health Sciences (IPHS) is located primarily at the Whitechapel campus. Established in December 2019, the IPHS promotes world-leading expertise in population health sciences, including public and global health, women's health, community mental health, biostatistics, and health data science. The Institute is home to the only Pragmatic Clinical Trials Unit in UK, with internationally-recognised leaders in trial design, analysis, and health economics. With an interdisciplinary approach that works at the interface of patient care and policy development, IPHS research provides the evidence to implement health system change.

The Wolfson Institute of Preventive Medicine (Wolfson) is located primarily at the Charterhouse Square campus. The Wolfson's world-leading research aims to identify the causes and develop the means to prevent conditions that lead to ill health, premature death and poor quality of life. These include cancer, cardiovascular disease, psychiatric illnesses, neurologic diseases such as Parkinson's Disease, dementia, and multiple sclerosis, and other diseases caused by lifestyle factors such as tobacco use and diet. Wolfson's research provides the evidence base for a diverse range of public health strategies which have led to great change.

This is a unique opportunity for an exceptional individual to develop and lead the strategy for the Institutes, ensuring that our research in population health and preventative medicine has local, national and global impact as a key strategic priority for SMD and Queen Mary. The Institutes will realise new strategic opportunities in the field of population health, maximising both the external and internal visibility of Queen Mary's population health science, and will bring together synergistic research within SMD and across Queen Mary faculties. The Director of the Institutes will ensure that funding and policy opportunities are fully exploited to maximise the research potential of the Institutes, requiring an astute understanding and engagement with policymakers and funders. The Director will oversee the development of an educational portfolio that reflects the international standing of the Institutes' research, promoting further opportunities for the development of key skills in population health sciences that are consonant with national and international demand in this field.

There is considerable synergy between the Wolfson and IPHS, with staff engaged in joint research and education activity. In the longer term, consideration will be given to how best to align the two Institutes.

The appointment of a Chair and Director for the IPHS and the Wolfson has been generously funded by the Medical College of St Bartholomew's Hospital Trust.

# Job Purpose

The Director is a pivotal role in the Faculty Executive, responsible for ensuring that the Institutes continue to provide a rich, inclusive, and stimulating environment in which research and education can thrive, contributing to the overall ambitious strategy for the Faculty and the University.

## **The purpose of the post is:**

- To provide academic leadership for the Institutes with respect to research outcomes, industry engagement, and education delivery;
- To lead the preparation of strategic objectives for the Institutes and to establish and oversee mechanisms for the achievement of those objectives;
- To contribute to the development of academic staff who are members of the Institutes, with a commitment to Queen Mary's Equality and Diversity agenda;
- To account to the Vice Principal and Executive Dean (Health) for the research activities and financial viability of the Institutes, for fulfilling all governance requirements, and for the delivery of relevant targets;
- To make leading contributions to the delivery of high-quality research and teaching and to enhance the international reputation of the Institutes and thereby the SMD and Queen Mary.

## **To demonstrate outstanding intellectual leadership by:**

- Making significant research contributions to the field and/or profession internationally and nationally;
- Developing, managing and coordinating a high quality, financially sound and reputation-enhancing teaching programme;
- Providing strategic leadership and management of the Institutes with oversight of the research activities of the centres within the Institutes and their staff, and act as the senior budget holder, inter alia ensuring the Institutes delivers their financial targets;
- To provide an inclusive and enriching research and teaching environment around which all members of the Institutes community cohere.

The post-holder must actively contribute to knowledge creation and dissemination that fits with the overall Faculty and University strategy. This will include developing research proposals independently or in collaboration, and ensuring that the teaching and supervising of postgraduate and undergraduate students is of the highest quality.

The Director will be actively involved in ongoing course developments and improvements to the University's internal and external reputation on teaching, research and administration.

The post-holder is expected to be successful in obtaining funding to support postdoctoral researchers and PhD studentships within the Institutes to ensure research success at a level commensurate with the University's research strategy.

The post-holder will be required to undertake administration functions within the SMD such as involvement in assessment, recruitment of students and overall support of activities that facilitate the effective operation of the School and programmes of study therein.

The post-holder will work to the SMD Academic Roles and Performance Standards, and ensure delivery of Queen Mary's appraisal system across the Institutes.

The Director will meet the University of London standards for the conferment of the title of Professor. In particular, to have national and international standing in the relevant subject or profession, as established by outstanding contribution to its advancement through publications, creative work or other appropriate forms of scholarship, and through teaching and administration.



## Main duties and responsibilities

### Research

- To lead on the development and expansion of the Institutes' research portfolio, including through industry engagement;
  - To develop collaborative research activity across the Institutes, SMD and Queen Mary and to lead the Institutes' preparations for Research Excellence Framework (REF) assessments;
  - To ensure appropriate dissemination of research to an international audience by scholarly publication or other outputs appropriate to the relevant academic discipline;
  - To monitor research findings and engage with appropriate Queen Mary departments with a view to commercial exploitation;
  - Provide research leadership in the field and in Queen Mary, which contributes to the overall research strategy of the SMD/Queen Mary;
  - Develop national and international research links and collaborations, and to contribute to the reputation building of the Faculty and the University;
  - Demonstrate intellectual leadership and achieve high visibility in the field, at national and international level;
  - The post-holder will have the authority to sign off grant proposals, and will hold responsibility for ensuring appropriate management of research activities and research grant-funded staff and students within the Institutes so as to maximise outputs;
  - Submit, singly or jointly with colleagues, proposals to funding bodies;
  - Make long, medium and short term planning of own research goals and research related activity over a 3-5 year period, such as to decide which funding body to approach and when;
  - Make decisions on the appointment of research staff and students in line with the Institutes and Faculty-level strategy;
  - Support and supervise the work of research students as appropriate;
  - Prepare and present papers and other research outputs relating to the field in national and international seminars, conferences, workshops and other events;
  - Interact with research collaborators, in order to achieve research objectives and generate outputs (e.g. publications, presentations);
  - Liaise with other administrative Department/Centre/ Institutes in the University in order to support effective research, (e.g. the Joint Research Management Office), teaching (e.g. Information Services, Learning Disabilities Support Group or the Registry), and knowledge transfer (e.g. Queen Mary Innovation) regarding Intellectual Property protection, exploitation and other Knowledge Transfer;
  - Establish links with academic-related organisations, such as publishers, journals, research councils, charities and other HEIs.
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## Main duties and responsibilities (continued)

### Education

- To lead on all aspects of undergraduate and postgraduate education, giving strategic direction and personal leadership to a team of academic and support staff;
  - To explore and develop international partnerships for the purposes of education;
  - To explore and develop new opportunities for expansion of the course portfolio through national and international developments and to present the associated business cases to SMD and QMUL;
  - To ensure that the undergraduate and postgraduate courses are delivered to the highest standards, and to ensure that teaching provision and learning opportunities meet national requirements, especially in terms of ensuring good outcomes from Teaching Excellence Framework (TEF) assessments;
  - To monitor the experiences and feedback from the Institutes' students, using both formal and informal methods, and to use this feedback to inform planning, allocation of resources and reward mechanisms for staff;
  - To embed the highest quality of teaching delivery and student experience, ensuring that this is reflected in formal student feedback (NSS).
  - To ensure that the members of the Institutes' leadership teams are given clear areas for responsibility and objectives and that achievement of these objectives is closely monitored;
  - To promote collaborative education programmes, working across SMD institutes and University faculties in the delivery of programmes that bring together expertise from across disciplines;
  - To contribute as required to groups such as Staff Student Liaison Committee, or Teaching and Learning Committee;
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## Main duties and responsibilities (continued)

### Administration and Management

- To be responsible for, and to provide leadership for, the management of the Institutes, with responsibility for staff performance and conduct;
- To ensure that the Institutes meet their financial targets and that resources controlled by the Institutes are deployed effectively and efficiently and are managed in accordance with University Financial Regulations.
- To prepare the Institutes' academic, financial, personnel and accommodation plans in conjunction with the VP (Health);
- To have overall responsibility for health and safety within the Institutes (liaising with Barts Health Trust as appropriate); to recognise that the health and safety and security of staff and students are high priorities, and to ensure that all safety and security procedures and legal liability is understood by staff;
- To allocate duties for the administration, research, teaching and student support which the Institutes undertake, including appointment to offices recommended by University procedures;
- To convey information to the Institutes to keep staff informed at all times;
- To consult staff within the Institutes where appropriate, and to hold meetings with all staff groups at least once a term;
- To foster a sense of collegiality within the Institutes and across the whole SMD;
- Carry out such School and/or University administrative tasks as may be required by the VP (Health);
- Attend Department/Centre/Institute/SMD meetings as required;
- Represent the Institutes on relevant University-wide Committees and University boards, as agreed with the VP (Health);
- To undertake annual reviews of the heads of the research centres with respect to teaching, research and administration performance

#### Other

- To develop within the Institutes programmes of public engagement and public and patient involvement in both research and education, and to engaged more broadly across SMD and QMUL on initiatives;
- To ensure compliance with relevant University policies and regulations regarding financial matters, harassment, equal opportunities (including Athena SWAN), public interest disclosure, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
- To oversee the Institutes' engagement in the appraisal process and demonstrate a commitment to continuing professional development and the leadership and management of contribution based initiatives in the College/Faculty;
- To undertake such duties as may from time to time be delegated by the Principal or the Vice Principal (Health);
- To ensure that the Institutes deliver on all requirements (both internal and external) for reporting, governance and statutory/mandatory duties.
- To liaise as necessary with NHS Trusts and organisations with regards personnel, education, and research.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.



## **Main duties and responsibilities** (continued)

### Clinical

This section only applies if an appointment is made on Consultant Contract terms and conditions of employment.

- The post-holder is required to have and maintain full registration with the General Medical Council. Medical Staff are advised to continue membership of one of the medical defence organisations.
- The post-holder will hold an honorary contract with the relevant NHS Trust.
- The post-holder must have an awareness and understanding of clinical governance issues, and will be expected to participate in Clinical Governance activities related to their clinical work.

If the appointment is made on Consultant contract terms and conditions academic duties will be balanced with clinical Duties (total 10 Programmed Activities) The details of a joint job plan will be discussed with the individual.

# Person Specification

This table lists the essential requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements
<b>Qualifications</b>	Undergraduate degree (clinical or non-clinical)
	Postgraduate degree and/or relevant professional qualification and/or equivalent professional experience
	Membership of the relevant Royal College or equivalent*
	UK-registerable basic medical qualification (GMC registration)*
	Certificate of completion of training (CCT) in or equivalent*
<b>Knowledge, Skills and Experience</b>	Extensive experience of education and assessment in higher education
	Extensive experience in research in the broad field of preventive medicine, mental health, public and/or global health, statistics, health data, primary care, health care, with a national and international reputation, excellent publication record and history of obtaining major research funding
	Proven academic leadership and managerial skills in research (basic, clinical and applied) and education
	Strong background through achievement in one of the core areas of activity in the School of Medicine and Dentistry, relevant to preventive medicine, population health, primary care, mental health, global health, or environmental health
	Experience of leading, supervising and mentoring staff and students at all levels
	Significant experience and proven ability in developing research proposals, bidding for and securing external research funding, and subsequent effective award management skills
	Experience of managing research staff or teams, including staff development and the successful supervision and management of PhD students to completion
	Sound knowledge and understanding of NHS policy and of academic and NHS structures
	Ability to motivate all staff in the areas of teaching and research
	Ability to provide and respond effectively to feedback
	Ability to manage and organise working time effectively between research, teaching and administration
	Excellent interpersonal skills enabling constructive interactions with both academic and non-academic colleagues
	Understanding of how to manage budgets
	Ability to communicate appropriately and effectively at all levels
	Willingness to assume appropriate load of teaching and administration
	Flexible and co-operative approach to colleagues
	A demonstrable ability to cope under pressure
	Professional attitude towards work
	Self-awareness and ability to exercise and demonstrate sound judgement in decision making
	Ability to innovate and provide effective leadership, including an awareness of the need for decision-making at different organisational levels
Ability to liaise and develop relationships with a broad range of internal, local, national and international partners	
Meet the University of London standards, as relevant to this role, for the conferment of the title of Professor	

# Appointment details

The Director of the IPHS and the Wolfson role is for three years and is renewable. The successful candidate will be offered a substantive Professorial appointment. The successful candidate could be appointed on Academic or Consultant terms and conditions of employment, including salary which will be commensurate with the role.

## **The School of Medicine and Dentistry and Athena SWAN Charter for Women in Science.**

The School of Medicine and Dentistry holds a Silver Athena SWAN Award. We are committed to equality of opportunities and to advancing women's careers. We have policies to support staff returning from long-term absence, for flexible arrangements for staff with parental responsibilities, and for childcare support. As part of the School's commitment to the Athena SWAN principles we strongly encourage applications from women.

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For further information about the role, please visit [www.veredus.co.uk](http://www.veredus.co.uk) quoting Ref **24498**. For an informal discussion, please contact our advising consultants at Veredus: **Zara Bruton** on **07840 648 119** or **Nataliya Starik-Bludova** on **07717 003 792**

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