

Job Description

Faculty Head, Applied Psychotherapy & Counselling

Job Title:	Head of Faculty One
Grade:	Management
Location:	13 North Common Road, Ealing
Responsible to:	Deputy CEO
Responsible for:	Academic standards, Programme Management, Academic staff, Recruitment, Strategic Development, CPD, Income Generation in Faculty One

Summary

Metanoia Institute is the leading provider of fully accredited higher education in psychotherapy and counselling. Metanoia Institute develops the next generation of professional counsellors and psychotherapists and provides placement opportunities and community engagement through the Metanoia Counselling and Psychotherapy Service (MCPS), a low-cost clinic. The Institute is registered with the OfS and is currently in the process of applying for Degree Awarding Powers in its own right. The vision of Metanoia Institute is to be fully acknowledged as the sector leader in this specialist area and to develop innovative entry courses and CPD for the profession and to promote employability/entrepreneurship in counselling and psychotherapy.

The Role

The Head of Faculty One will report to the Deputy CEO and hold responsibility for the innovative development of the Faculty as a leading provider of entry programmes for counselling and psychotherapy training, CPD, employability and entrepreneurship in the professional field. The post holder will enhance the strength, standing and reputation of Faculty One as a world-class provider of counselling and psychotherapy qualifications and training.

The primary role of the Faculty Head is to provide strong academic leadership for the programmes and courses within the Faculty, including:

- MSc/Diploma in Contemporary Person-Centred Psychotherapy and Applications
- MSc/Diploma in Transactional Analysis Psychotherapy
- MSc/Diploma in Gestalt Psychotherapy
- MSc/Diploma in Integrative Psychotherapy
- MSc/Diploma in Humanistic Counselling

BSc (Hons) in Person-Centred Counselling
BSc (Hons) in Reflective Therapeutic Practice
Post-Qualification BSc (Hons) in Reflective Therapeutic Practice
Therapeutic Skills Certificate (entry qualification)

Additionally, the Faculty Head is responsible for fiscal management and the financial growth of the faculty through the development and leadership of:

- an outstanding programme of professional introduction courses, certificated courses, CPD and MHFP;
- new and innovative income generation, including development of a business strategy for Faculty One;
- developing an active alumni membership;
- management and training of supervisors;
- leadership of UKCP and BACP re-accreditation processes;
- effective engagement with external bodies, stakeholders and the public.

All Faculty Heads are members of the Executive and are required to lead, manage and develop their academic/research programmes to the highest possible standards of excellence. They will be supported by the Chief Executive, Deputy Chief Executive and by colleagues from within the Faculty, by the Director of Finance and Head of Policy, Planning and Compliance.

Faculty Heads are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed Institute strategy. It is recognised that the methods by which the Faculty Heads carry out their duties and the extent of delegation will depend on such factors as the range of duties, the size and nature of the Programmes and the personal approach of the individual Faculty Head.

Specifically, the role will include:

1. Leadership and Management

- 1.1 To be an active member of the Executive and contribute to the overall leadership and management of the Institute: it is expected that Faculty Heads will carry functional responsibility for specifically agreed tasks that may straddle the faculties within the institution;
- 1.2 To be responsible and accountable for setting and advancing the academic strategy of the Faculty in line with the Institute's strategic plans and direction
- 1.3 To develop and lead a comprehensive and enterprising portfolio of programmes and courses in order to attract new students and practitioners seeking to join, extend and augment professional learning/qualifications;
- 1.4 To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students;

- 1.5 To ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of the Executive and the Board of Governors, and that fair workload allocation processes are in place
- 1.6 Develop an active alumni membership and lead Faculty relationships with relevant professional bodies (UKCP, BACP, HCPC, BPS).
- 1.7 To ensure that Metanoia Institute HR policies and procedures are fully implemented;
- 1.8 To develop strong business relations with employers and professional bodies and to promote graduate employment opportunities;
- 1.9 To lead on the recruitment and customer services strategy for the Faculty
- 1.10 To promote and represent the Institute both internally and externally.

2. Responsibility for Teaching and Students

- 2.1 To ensure the best possible student/learner experience through: the fulfilment of the Institute's responsibilities in respect of admission, instruction, progression and examination; the availability of pastoral assistance, and adherence to the regulations and procedures of the Institute.
- 2.2 To develop strategy and teaching/learning experiences to support students in setting up businesses, developing enterprise and entrepreneurship.
- 2.3 To take leadership of student wellbeing in Faculty One, developing strategies and projects to improve and implement processes to enhance the student experience in the areas of Mental Health Learning, IT learning packages and student well-being resources.
- 2.4 To adhere to the regulations and procedures of the Institute and regulatory bodies. To lead on the policies and processes for withdrawal, interruption and returning students.
- 2.5 To give due consideration to ways of developing connections with teaching and research at both undergraduate, postgraduate and CPD levels, within a cross- modality environment;
- 2.6 To manage and maintain the training of supervisors.

3. Responsibility for Research

- 3.1 To ensure the highest levels of quality, integrity and ethics in all research undertaken.
- 3.2 To support the creation of a dynamic and forward looking research environment for both staff and students.

4. Knowledge Transfer

4.1 To create and explore new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research.

4.2 To contribute to Institute-wide initiatives in order to improve understanding and communication of this area.

5. People Management

5.1 To ensure that Institute HR policies and procedures are implemented.

5.2 Develop innovative ways of improving staff engagement within Faculty One.

5.4 To engender a culture of excellence, co-operation and respect both within and beyond the Faculty

5.5 To make effective use of all staffing resources and seek opportunities for collaboration and joint working with others, between modalities, beyond the Faculty and beyond the Institute.

5.6 To lead on matters of equality, diversity and pluralism within Faculty One

5.7 To ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.

6. Financial Management

6.1 To take responsibility for devolved budgets and comply with Institute financial regulations;

6.2 To achieve agreed income generation targets and to manage income and expenditure in order to promote financial sustainability.

6.3 To ensure adherence by all Faculty members, with Institute Financial Regulations and other financial operating procedures and regulations.

6.4 To ensure that Institute equipment/facilities under the control of Faculty are properly maintained and serviced as required.

7. Quality Assurance

7.1 To ensure all activities are carried out to the highest possible standards and remain in line with OfS, QAA and HESA regulation, and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of resources;

7.2 To be familiar with, and be able to advise others, on processes of accreditation and validation;

7.2 To comply with auditing, quality assurance and risk management procedures both internal and external.

8. Development of Academic/Research Standing

8.1 To continue to develop one's position as a leading academic/researcher; including publication, securing of external funding and the pursuit of other relevant indicators of standing in the field.

8.2 To represent the Institute by presenting papers at conferences and networking with professionals in the broad psychological field.

8.3 To give due consideration to ways of retaining connections with teaching at undergraduate and postgraduate levels.

8.4 To give due consideration to the status of Faculty Head as a role model for other members of staff in the pursuit of academic excellence.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria;

- A doctorate (PhD or Professional Doctorate) or equivalent evidence of professional experience in the professional field of counselling and psychotherapy (CV / C)
- A master's degree or equivalent clinical qualification (CV/ C0)
- Extensive record of publications and/or professional practice (CV)
- PGCert HE (or willingness to complete and obtain SFHEA) (CV/I)
- Registration as a UKCP Registered Psychotherapist and/or BACP Accredited Counsellor (CV / C)
- Qualification as a Supervisor (CV / C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria;

- Senior leadership experience including successful management of change management;(A/CV/I)
- Academic expertise in the professional field of counselling and psychotherapy (CV/I)
- Experience of successfully managing a budget and generating income (CV/I)
- Experience of successful/innovative programme development and QAA processes (A/I)
- Relevant teaching experience in higher education (CV)
- Commitment to and understanding of equality and diversity issues, including how HE can close the attainment gap in a diverse and multicultural environment in (A/I)

- Excellent communication skills (I)
- Excellent ambassadorial and diplomatic skills (I)
- Flexible and able to adapt to changing circumstances (I)

Desirable Criteria;

- Successful track record of academic research including securing research grants (CV/A)
- Experience of developing cross-disciplinary teams in terms of research and teaching/learning.(CV/A)

LEADERSHIP:

Essential criteria;

- Demonstrates an ability and understanding of change management; (A / I)
- Demonstrates an ability to communicate a vision for the future which can be shared and delivered by colleagues; (A / I)
- Demonstrates managerial experience and personal dynamic that will allow the person to lead development in Faculty One; (CV / A / I)
- Identifies, develops and coaches the talent needed to deliver the Institute's strategy and goals; (A / I)
- Demonstrates a high level of strategic thinking and planning in order to deliver the Institute's vision for the future, both internally and externally; (A / I)
- Understands the complexities of HE and is able to generate new income and implement vision. (A / I)

CHANGE MANAGEMENT;

Essential criteria;

- Anticipates and identifies the need and benefits for change and develops strategies to achieve the Institute's goals and aspirations; (A / I)
- Demonstrates clear commitment to the change process, supporting and enabling others to address challenges as they arise. (A / I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Teaching task

CV = CV