

# CANDIDATE PACK

## Associate Director of the Institute for Healthy Urban Living

Liberal Arts and Sciences

Institution of Healthy Urban Living

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Associate Director of the Institute for Healthy Urban Living**

**Reports to: Director of the Institute for Healthy Urban Living**

**Department: Institute for Healthy Urban Living**

**Grade: L1**

## ROLE PURPOSE

To be responsible, in collaboration with the Director, for the both the strategic direction and the overall operational management of the Institute for Healthy Urban Living (IHUL) including budget management, stakeholder relations, resources, staffing, records and statistics management, reporting and supporting the strategic and operational objectives of the Institute.

## PRINCIPAL ACCOUNTABILITIES

1. Provide strategic direction, input and support to the Director and the Institute management team, leading on developing and implementing business planning processes including forward planning processes for services and short course provision in the areas of health, life sciences, healthy built environments and public health, conference delivery and negotiating these on behalf of the Institute and its stakeholders, resource planning, business continuity planning and identifying and managing risks in accordance with the IHUL risk register.
2. To undertake an active role in the development of the systems, processes and operating procedures and subsequently the day-to-day management of the administration of the Institute for Healthy Urban Living (IHUL) including implementation of the Institute's strategic and operational plans in conjunction with the Director.
3. To provide effective line management of the Institute Administrator and the Institute interns, ensuring that all members' wellbeing and personal and professional development needs are met and a high-performance ethos is maintained. Work with the Director to ensure that the talent development and resource requirements of the Institute are adequate and aligned with subject areas covered by the Institute. As the Institute develops and evolves reviews of resources will be required in order to align to change in activities and / or scale.
4. In consultation with the Director and collaboration with Finance Business Partners, to set the Institute budgets for function areas and individual activities, and monitor the performance of each activity in terms of financial controls and internal processes including any research grants running in the institute; carry out budgeting and planning responsibilities during the annual forecasting round and ensure the continued sustainability and development of the Institute.





5. To develop and oversee the successful delivery of the Institute's main activities, including but not limited to, short course delivery, conference organisation, promotional events, fellowships, grant applications, fundraising / donations, networks and collaborations and other facilitation projects, working alongside the specific team leaders (e.g. Short Course Unit, Research & Knowledge Exchange Office, Commercial services leads, Development and Fundraising, Marketing, Communications and Development groups) where/when appropriate.
6. Act as coordinator to the Institute's Advisory Board, including setting the agenda, collation and dissemination of papers, and post committee action and ensuring adherence to the composition and constitution of the Board as set by the Institute. Prepare the content of papers and attend meetings of other key meetings/committees within the Institute and undertaking post meeting/committee action.
7. To maintain excellent working relationships with the Institute's internal and external stakeholders and ensure that the interests of the Institute are met by developing and maintaining effective relationships with professional services managers in Finance, Estates, ISS, People Wellbeing and Culture and other relevant services. To lead on the creation of new developments including cross-institute, external stakeholder and cross University working groups and contribute to the enhancement of the Institute's operations and to meet with College and University Research and Knowledge exchange Directors, Heads of School and PIs in order to achieve these outcomes.
8. Serve, alongside the Director, as the public face of the Institute, and as a primary point of contact and representing the Institute at external and internal events. Undertaking credible, impactful conversations with professionals and leaders from, for example, the health, Life Sciences, Public health and built environment sectors.
9. To actively follow and promote the University of Westminster policies, including the University's Diversity and Dignity at Work and Study Policy and Equality Diversity and Inclusion Policy and actively promote these wherever possible and to maintain an awareness and observation of Safety, Health and Wellbeing obligations.
10. Any other duties consistent with both the grade and scope of the post as required by the Director from time to time

## CONTEXT

The Institute for Healthy Urban Living is a new cross University entity that will span the full range of academic activities within the University of Westminster. Hence, engagement and cooperation with 12 subject based Schools and the Research Centres to be found within those Schools will be essential. The Institute is outward facing and will conduct research as well as engagement with industry sectors, community groups and the





delivery of short courses and CPD. In addition, the “Clinic at the University of Westminster” is associated with the Institute and acts as its ‘shop window’ booking and housing short courses and health and wellbeing service delivery. Hence a close working relationship with the Clinic Manager and an understanding of health, life science and public health matters will be essential. The Associate Director will oversee the daily running of the Institute including financial management, external relations and delivery of short courses. Building and maintaining relationships with external stakeholders is at the core of the Institute’s function. An Institute administrator will assist the Associate Director in their work.

The Institute will support post-doctoral research fellowships and a number of student interns that will be deployed within the Institute including the Clinic environment. Appropriate health and safety and other regulatory compliance will be delivered within the Institute by the Associate Director and Institute administrator.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

The Institute will comprise a Director, an Associate Director and an Administrator as a core team and will employ student interns and fund and monitor the progress of three postdoctoral fellows. In addition, the Clinic staff will be associated with Institute but not line managed by the Associate Director.

The Institute has a budget of some £1.5m and income targets detailed for the next four years. The Associate Director will have delegated powers to sign off finance on behalf of the Director.



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- A post graduate degree in the life sciences / health / public health area or equivalent substantial experience, skill and knowledge.
- A business management or similar professional qualification or equivalent practical experience that demonstrates relevant levels of knowledge and skills.

### Desirable

- A PhD in a life sciences, health or public health subject.

## TRAINING AND EXPERIENCE

### Essential

- Significant successful track record in Knowledge Exchange (KE), commercially funded programme delivery and/or SME/executive education provision.
- Significant experience of creating policies and turning strategic initiatives into workable operational activities.
- Proven experience of delivering excellent customer service and developing service standards and processes in support of these outcomes in the broad subject areas of life sciences, health and public health or related areas.
- Significant experience of resource planning, project change and in the financial management of budgets.
- Experience of drafting formal documents including business reports, delivering presentations and guidance documents.
- Experience in Board and committee membership and organisation.
- Experience in enabling the delivery of successful short courses and CPD in the areas of life sciences, health, public health, built environment or related.
- Experienced of effective response management (people and projects) including demonstrated ability to grow new leaders, and delegate key projects appropriately.

### Desirable

- Project management training.
- Experience working within or in close association with an industry sector in the health, life sciences, public health or built environment (any of the private, public or third subcategories).





## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Proven leadership of a group or organisation.
- Proficient in the use of Excel, MS Project and or similar software.
- Capable of organising engaging meetings and workshops.
- Experience in the use of financial planning software
- Strong leader with a focus to succeed
- Personable and capable of communicating complex ideas to both broader audiences and professionals / leaders in the fields of life sciences, health, public health or built environment
- Demonstrated resilience during challenging situations and the ability to instil resilience in others
- Outstanding written and oral communication and negotiation skills are essential
- Demonstrated ability to function effectively in a multi-disciplinary team environment and to facilitate multidisciplinary activities
- Evidence of independent thinking and leadership skills are vital. Ability to work well under pressure and drive projects that impact critical timelines is essential
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 27 September 2024.**

**Interviews will take place on 11 October 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*





# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

The University of Westminster is a charity and a company limited by guarantee. Registration number: 977818. Registered office: 309 Regent Street, London W1B 2UW. 9860/08.23/JT

