PROVOST & CHIEF EXECUTIVE OFFICER (HEAD OF ACADEMIC UNIT)
NUMed Malaysia
CANDIDATE INFORMATION PACK
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>THE ROLE</td>
<td>4</td>
</tr>
<tr>
<td>THE POST</td>
<td>5</td>
</tr>
<tr>
<td>THE PERSON</td>
<td>7</td>
</tr>
<tr>
<td>THE ORGANISATION</td>
<td>9</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS</td>
<td>14</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>15</td>
</tr>
</tbody>
</table>
A WARM WELCOME

FROM PROFESSOR DAVID BURN, PRO VICE-CHANCELLOR FOR THE FACULTY OF MEDICAL SCIENCES

Dear Colleague,

Thank you for your interest in the position of Provost and Chief Executive Officer of Newcastle University Medicine Malaysia - NUMed. This role is a very important one in the University and has become vacant due to the current incumbent completing their contract. I believe it requires a leader who is credible with senior academics, focused on achieving teaching and research performance of the highest standard, and committed to the richness and diversity of Newcastle’s proud tradition in the field of medicine and biomedical sciences.

As Provost, you will be responsible for an organisation with 160 staff, about 800 students and a turnover of RM80 million. You will take on a corporate responsibility, direct the strategic allocation of resources across the institution and ensure our operations in Malaysia are well positioned to excel through future challenges and opportunities in Malaysia and the ASEAN region.

Warm regards,

[Signature]

Professor David Burn
Pro-Vice-Chancellor for the Faculty of Medical Science
THE ROLE

Newcastle University’s Vision and Strategy sets out an ambitious and exciting journey, to be a people focused, world-leading university that harnesses academic excellence, innovation and creativity to advance knowledge and provide benefits to individuals, to organisations and to society as a whole across all three of our campuses, in the UK, Singapore and Malaysia.

The position of Provost/Chief Executive Officer at Newcastle University Medicine Malaysia (NUMed) is one of a senior University manager with both institutional and local responsibility. As such the postholder will be accountable for:

- The academic leadership of NUMed
- The effective governance and management of NUMed to ensure its performance continually improves

The Provost/Chief Executive Officer will be responsible for leading a culture of learning and teaching excellence and creating a collaborative environment, fostering a culture of trust and mutual respect and championing the University’s values and guiding principles. In addition, the postholder will operate in alignment with the University’s Vision and Strategy and in collaboration with stakeholders both within and outside of both NUMed and the University as a whole.

As chair of the NUMed Executive Board, the postholder will be a visible role model, demonstrating the highest standards of leadership and behaviour. Cross-campus working, via a “One University” approach, is a key dimension to this role, including stimulating and encouraging cross campus research and learning and teaching opportunities. The Provost/CEO will be expected to work closely with senior colleagues at both NUMed and across the Faculty and the University in the UK. The postholder will also sit as a member of the Board of Directors of the Newcastle Medical Clinic which is situated at Eco Botanic a short distance away from the main campus.

This job description provides some detail on the scope of the role of the Provost/CEO. However, it is anticipated that the post holder will develop the role over time and that the content of the job description will be reviewed.
THE POST

KEY RESPONSIBILITIES

LEADERSHIP AND STRATEGIC DIRECTION

- Work with the Faculty and University in developing a shared vision for the future direction, goals and priorities of the unit, aligned to the University mission and in the context of the Faculty and other academic units, the Malaysian Government (e.g. Ministry of Health and Ministry of Higher Education) and other organisations (e.g. businesses) in the ASEAN region
- Prepare the unit’s strategic and operational plans and manage the unit to achieve its strategic direction and goals in the context of Faculty and University strategy
- Prepare, for unit PDR purposes, an annual report on progress in research, engagement and teaching
- Maintain and enhance the academic reputation of the unit
- Implement quality assurance and improvement procedures to enhance all aspects of the unit’s activities, including both postgraduate and undergraduate student experience
- Work with PVCs and Deans to foster the development of outstanding academic programmes, research and engagement activities in the unit
- Monitor and evaluate the unit’s teaching, research and engagement activities in relation to comparable units both within and outside the University
- Implement marketing and other practices which maximise opportunities to meet student recruitment targets

GENERAL ACADEMIC MANAGEMENT

- Manage, administer and foster excellence in the unit’s teaching, research and engagement activities
- Work, with colleagues, to improve both NUMed’s MyRA and SETARA scores
- Design and implement suitable management structures and portfolios for the unit
- Ensure that the unit complies with the University’s policies and meets its legal and statutory obligations; including employment, safety and financial procedures and regulations relevant to Malaysia and the UK
- Establish and maintain communication with appropriate committees, boards, fora and networks within the faculty, the broader University and Malaysia
- Represent the unit’s interests in the faculty, University, professional, industry and government contexts
- Initiate, maintain and strengthen links between the unit and other academic units and relevant professional and industry bodies and the local community in Malaysia
COLLEAGUE MANAGEMENT

- Take responsibility for management of all colleagues in the unit
- Prepare an annual people services plan for the unit, to include succession planning for the Head of Unit and opportunities for international work
- Play a major role in the recruitment, selection and induction of senior colleagues, utilising a targeted recruitment approach where appropriate to appoint academic staff (and potential leaders) of the highest calibre
- Facilitate and promote effective communication and positive morale within the unit. Communicate directly with all colleagues on a regular basis
- Take responsibility for the completion of the annual workload allocation, distributing teaching, administrative and portfolio management duties in an equitable manner, taking into account where possible the wishes and agreed career development plans of individual colleagues within the context of the strategic plan for the unit
- Monitor the performance of allocated duties
- Take responsibility for performance management and development of all unit colleagues. Ensure that Performance and Development Review takes place and appropriate objectives, targets and milestones are set
- Manage and, as far as possible, resolve conflicts and grievances taking advice from People Services and using appropriate procedures

FINANCIAL AND INFRASTRUCTURE MANAGEMENT

- Prepare the unit budget and monitor expenditure and income against budget
- Engage in appropriate budget forecasting and staffing and infrastructure planning
- Manage and allocate physical resources and work with colleagues in Facilities Management and UK Estate Support Services to ensure a safe and good quality of environment for colleagues and students
- Maximise opportunities for generating income from appropriate sources outside the unit
- Where appropriate, commercialise research/teaching outcomes and intellectual property

KEY WORKING RELATIONSHIPS

- Responsible to the Faculty Pro-Vice-Chancellor
- A member of the Faculty’s Executive Board
- Also has significant relationship with:
  - Vice-Chancellor, Deputy Vice-Chancellor and Pro Vice-Chancellors, in particular PVC Global
  - Other members of the University Executive Board
  - Other Heads of academic unit and Deans
  - Director of Faculty Operations and other Professional Services colleagues
  - Relevant organisations external to the University including the Ministry of Health, Ministry of Higher Education, Malaysian Qualifications Agency and EduCity
THE PERSON

KNOWLEDGE SKILLS AND EXPERIENCE

- Demonstrable experience of effective and successful academic leadership at a senior level, with a proven track record of leading with clear direction
- Experience of organisational leadership and the ability to translate ideas into action
- Experience of mentorship and supporting people to fulfil their potential
- Understanding of the complexities and challenges of leading in Higher Education, including the regulatory frameworks in the UK and Malaysia
- Evidence of working at a strategic level, including experience of developing strategic plans, and associated resource planning
- Experience of managing change and supporting people to make transitions
- Evidence of high-quality teaching at undergraduate and /or postgraduate level
- Experience of presenting the work of an organisation to a wide range of academic, policy, and external audiences
- Academic credibility
- Clear evidence of an entrepreneurial outlook including new opportunities in education outside of medicine
- An International Research Profile
- A track record of high-quality research publications
- A track record of engagement with stakeholders (businesses, alumni, NGOs, etc) leading to income generation
ATTRIBUTES AND BEHAVIOUR

- Is inspirational and provides clear direction, particularly in times of uncertainty
- A role model for University values and guiding principles
- People orientated, is approachable and has the ability to motivate and engage others
- Able to act objectively in dealing with complex problems, issues and decision making
- Able to manage conflicting priorities
- Can see the big picture and think strategically
- Thinks creatively, an effective problem solver
- Able to handle conflict in a timely and effective way, bringing situations to speedy resolution
- Engages others, communicates with colleagues effectively and is able to persuade and influence others
- Works in partnership with others and has exceptional interpersonal and collaboration skills
- Demonstrates resilience to the demands of the role and pace of change and is able to manage criticism and challenge
- Promotes a culture of mutual respect

QUALIFICATIONS

- PhD
- Must have a current professorial appointment (or eligible to be appointed as a Professor at Newcastle University)
- An academic teaching qualification recognized at UKPSF descriptor 2 level (desirable)
NEWCASTLE UNIVERSITY MEDICINE MALAYSIA (NUMED)

Newcastle University, UK has established an international branch campus in EduCity, Iskandar Puteri, Johor, to provide undergraduate degrees in Medicine (MBBS), Biomedical Sciences (BSc), a Foundation programme in Biological and Biomedical Sciences and opportunities for postgraduate study. The branch campus is known as Newcastle University Medicine Malaysia (NUMed Malaysia) and is operated by NUMed Malaysia Sdn Bhd, a wholly owned subsidiary of Newcastle University UK.

The NUMed Malaysia campus is an integral component of Newcastle University, which is a founding member of the UK 'Russell Group.' Newcastle is a long-established world-class research-intensive university, delivering teaching and research externally confirmed as of the highest international quality. Newcastle University is proud of its heritage; the parent campus in the North East of England was founded in 1871 but the University's history goes back to 1834 when a School of Medicine and Surgery was established in the city of Newcastle upon Tyne.

Newcastle University was invited in 2008 by the Ministry of Higher Education Malaysia to set up campus in Iskandar. The establishment of Newcastle University Medicine Malaysia was approved on July 24, 2008 [ref: (JPS) 600-07/79/Jld.1 (4)] and the Certificate of Registration number is DULN005(J).

The academic concept underpinning NUMed Malaysia is for the transnational delivery in Malaysia of a range of undergraduate degree programmes, equivalent and of identical standard to those of Newcastle University's UK-based provision but contextualised to Malaysian circumstance and taking into account any cultural differences between countries. Many of our programmes offer opportunities for periods of study in the UK. The first and core undergraduate programme, upon which NUMed Malaysia was founded, is Newcastle's five-year Bachelor of Medicine, Bachelor of Surgery (MBBS) programme. This programme is dual accredited by both the Malaysian Medical Council in Malaysia and the General Medical Council in the UK. All the programmes offered at NUMed lead to the final award being made from Newcastle University, UK.
THE FACULTY OF MEDICAL SCIENCES

Internationally recognised for its pioneering research and outstanding teaching, the Faculty of Medical Sciences (FMS) is home to a world-leading collaboration of research scientists, clinical academics, teaching professionals, technical and professional colleagues.

Our success is reliant on a strong partnership with the NHS across the region. The University works particularly closely with Newcastle upon Tyne Hospitals and Cumbria, Northumberland, Tyne and Wear NHS Foundation Trusts to deliver world-class healthcare through collaborative scientific research, education and patient care. The strength and excellence of this relationship was reflected by the designation of NIHR/NHS-E Academic Health Science Centre status in 2020 and NIHR Biomedical Research Centre and Patient Safety Collaboration awards in 2022.

The University also embraces other academic institutions and NHS hospitals in the North East of England. Other key partners include the Trusts associated with Bachelor of Medicine/Surgery Base Unit teaching on Wearside, Teesside and in Cumbria and Northumbria; within the Base Unit concept, undergraduate teaching is delivered through many acute and community providers.

Within FMS, our three institutes (together with research carried out within our schools) cover research in Biosciences, Translational and Clinical research, and Population Health Sciences. We focus on areas of excellence, evidenced by our strong track record of societal impacts and benefit, national and international leadership. Research income in the academic year to 31st July 2021 was approximately £61 million.

The Faculty has a total of 1085 (FTE) academic and research colleagues and 678 (FTE) professional support colleagues (administrative and specialist) across this range of disciplinary areas. Income from teaching has grown steadily in recent years, reflecting the strong market demand for many of the Faculty’s degree
programmes. It has a significant and expanding student population, with success in recruiting international students to many areas, and currently has 5560 undergraduates, 1122 PGT and 913 PGR.

We are committed to pursuing a strong equality, diversity and inclusion agenda and hold a Faculty Silver Athena Swan award.

INTRODUCTION TO NEWCASTLE UNIVERSITY

In 2018 The University launched our Vision and Strategy. We are a world-leading university, advancing knowledge, providing creative solutions and solving global problems. We are a people-centric organisation that values our colleagues and students. We seek to attract the most talented people from around the globe with the enthusiasm and commitment to be part of our exciting future.

Newcastle University exists for the public benefit to advance education, learning and research. Our objective is to build on this core purpose and, in doing so, provide new knowledge and creative solutions that make a positive impact. We aim to work collaboratively with our many external partners to shape brighter futures, grow the economy and champion social and environmental justice. We will maintain and
build upon our longstanding values: commitment to equality, diversity and inclusion, while continuing to respect and protect the principle of academic freedom.

We are a world-leading university, advancing knowledge, providing creative solutions and solving global problems.

Newcastle University is a thriving international community of 29,900 undergraduate and postgraduate students from over 140 countries worldwide, studying at our main campus in Newcastle and at Newcastle University in Singapore and Newcastle University Medicine Malaysia.

Ranked in the top 150-200 (134\textsuperscript{th} in the QS World University Rankings 2022 and 146\textsuperscript{th} in the Times Higher Education World University Rankings 2022) of world universities, we aspire to be a people-focused university that harnesses academic excellence, innovation and creativity to provide benefits to individuals, to organisations and to society as a whole. The University is a member of the Russell Group of research-intensive universities in the UK.

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 our students, 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.
TERMS AND CONDITIONS

THE PROFESSORIAL ROLE, PAY STRUCTURE AND PAY REVIEW PROCESS

The key areas of activity of all academic colleagues, including professors, at Newcastle University are summarised in the Academic job summary role profiles. The information below is designed to build upon the Academic Job Summary and specify the levels of expertise and contribution of professors. Progression to professorial status at Newcastle is governed by the Procedure and Criteria for Promotion to a Personal Chair.

DURATION

The term of office as Provost and CEO will be for five years, renewable subject to performance.

Competitive salary available depending on qualifications and experience.

As the position is based in Malaysia, where candidates are relocating to Malaysia, an attractive relocation package will be available.
HOW TO APPLY

Newcastle University now invites applications for the position of Provost/Chief Executive Officer - NUMed Malaysia.

Applications should consist of a full CV and a covering letter of up to two sides of A4 paper, outlining your interest and vision for the role.

For further information and to apply for this position please contact either Evan Yeckley or Natalie Derry with our search partners WittKieffer.

- Evan Yeckley at eyeckley@wittkieffer.com (telephone +44 7408 834 744)
- Natalie Derry at nderry@wittkieffer.com (telephone +44 7408 851 596)

Appointment Timetable

- Closing Date: 11th Dec 2022
- Informal / Formal Interviews to start December 2022 /Jan 2023
- Expected start date June/July 2023