

JOB DESCRIPTION

Job Title:	Deputy Dean	Grade:	Senior Management Scale
Department:		Date of Job Evaluation:	N/A
Role reports to:	Pro Vice-Chancellor and Executive Dean (PVC/Executive Dean)		
Direct Reports	Heads of School		
Indirect Reports:			
Other Key contacts:	Vice-Chancellor, Deputy Vice-Chancellor, PVC/Executive Dean and members of the senior leadership team, Associate Deans, Director of Student and Academic Services, Assistant Director of Student Registry, Professional Service Directors.		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

To provide strategic leadership within the Faculty and play a lead role in the delivery of the faculty's strategic priorities as directed by the PVC/Executive Dean.

To be responsible for the strategic overview of the Faculty's business development and internal and external planning (including industry relationships, external partnerships, accreditations, apprenticeships and continuous professional development activities).

KEY ACCOUNTABILITIES:

Strategy Development and Delivery

- Work with the PVC/Executive Dean to develop and deliver on the faculty strategic priorities
- As a member of the Faculty's leadership/executive team, lead the development and implementation of the Faculty's strategy and business plan.
- As part of the University's wider leadership team, contribute to the Sub-strategies and the enabling action plans as part of Strategy 2030.

Professional Leadership

- Act as the senior adviser to the PVC/Executive Dean on relevant areas of responsibility, ensuring that expert professional knowledge is maintained.
- Deputise for the PVC/Executive Dean when required

Faculty Management and Planning

- To be responsible for the strategic overview of the Faculty's business development and internal and external planning (including industry relationships, external partnerships, accreditations, apprenticeships and continuous professional development activities).
- Working closely with the Faculty Operating Officer (FOO) to plan, organise, monitor and review the faculty's business operations, resources and income generation to ensure a coordinated approach to academic and operational planning.

People Leadership and Management

- To manage, develop, provide leadership to the Faculty's Heads of School.
- To lead and motivate cross functional groups of people across the Faculty in order to secure a high level of individual, team and organisational performance.

Project Management

- Lead and contribute to cross faculty and cross university projects to develop new ways of achieving improvements in the academic and/or service provision.

Teaching and Student Experience/ Research and Knowledge Exchange

- Embedding the following principles into the work of the Faculty and University:
 - Creating opportunities for individuals and society. Attracting, retaining and empowering staff and students to act as leaders in the equality, diversity and inclusion (EDI) agenda.
 - Building Partnerships. Working in partnership to make, build and buy innovative solutions that will accelerate our progress across multiple contexts; and
 - Delivering Impact. Focusing on achieving short and medium-term milestones to help track our progress towards our goals whilst ensuring that they map to medium and long-term impact indicators.
- Support the development and implementation of the University's strategies for learning, teaching and assessment, research, and knowledge exchange.

Brand Ambassador and Advocate for the Faculty and University

- To act as a brand ambassador actively promote the University and the Faculty to internal and external audiences.

Governance

- Ensure that the faculty complies with legal requirements, and with University instructions, decisions, policies and procedures.

Partnership Working and Relationship Management

- Cultivate, develop and maintain good working relationships with internal and external bodies (including national and international organisations, industry contacts) to promote the work of the Faculty and University, and secure support for its aims and objectives.

Representation

- Represent the faculty, PVC/Executive Dean and the University on internal and external bodies, committees and boards, including attendance at local, regional and international activities.

Core Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Undertake any other duties as requested by the PVC/Executive Dean commensurate with the grade.
- This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the faculty delivers the

required level of service.

LEADERSHIP BEHAVIOURS:

All senior managers will demonstrate the following leadership behaviours:

Leads Authentically and Inclusively

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential. Is aware of their biases and preferences and seeks out and considers different views and perspectives to inform decision-making.

Leads Change

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximises future opportunities and possibilities. Fosters a growth mindset.

Builds Trust

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

Thinks and Acts Strategically

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based on a clear set of values. Develops effective networks and partnerships both internally and externally. Actively refers to the University's strategy and contributes to the student experience.

Personally Effective

Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Pro Vice-Chancellor as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

Vice-Chancellor, Deputy Vice-Chancellor, PVC/Executive Dean and members of the senior leadership team, Associate Deans, Director of Student and Academic Services, Assistant Director of Student Registry, Professional Service Directors.

PERSON SPECIFICATION:**Experience**

- Substantial experience at senior management/executive level within an education-based organisation of comparable size and complexity.
- Substantial record of academic achievement across teaching, research and/or professional practice in a relevant subject area.
- Substantial experience of and expertise in business development and internal and external planning.
- Experience of workforce planning, organising, monitoring and reviewing business operations, resources, income generation to ensure a coordinated approach to academic and operational planning.
- Understanding of budgeting, forecasting and the management of financial and other resources.

Knowledge and Skills

- Excellent leadership skills, including the ability to motivate a large and diverse workforce to achieve high levels of individual, team and organisational performance.
- Expert knowledge of how this role can help to enhance the University's widening participation, equal opportunities and social inclusion agendas, and a commitment to translate this understanding into action.
- A commitment to continuous improvement to student success.
- Excellent project management skills, and the ability to use innovation and creativity to solve complex problems.
- Good interpersonal skills, including the ability to develop excellent working relationships with a range of internal and external partners.
- Excellent communication skills, including the ability to use advocacy and negotiating skills to effect change.
- A good level of knowledge and understanding of the issues and demands facing the faculty within a wider higher education context.

Qualifications

- PHD or equivalent professional practice.

Personal attributes

- A commitment to delivering our values of inclusive, collaborative, and impactful.
- Respect for the purposes of the University and a belief in, and commitment to, the role of higher education in society.