

JOB DESCRIPTION

Job Title:	Associate Dean Student Success	Grade:	Senior Management Scale
Department:	Greenwich Business School	Date of Job Evaluation:	N/A
Role reports to:	Pro Vice-Chancellor and Executive Dean (PVC/Executive Dean)		
Direct Reports	N/A		
Indirect Reports:	To be confirmed by Pro Vice-Chancellor (PVC/Executive Dean)		
Other Key contacts:	Vice-Chancellor, Deputy Vice-Chancellor, PVC/Executive Dean and members of the senior leadership team, Deputy Dean, interim PVC Research, Enhancement Team, Professional Service Directors.		
<p>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.</p>			

PURPOSE OF ROLE:

To work as a senior member of the Faculty Senior Leadership/Executive Team, to ensure that the key aims and objectives of the University's Strategy are embedded and realised within the Faculty in a coherent and consistent way.

Advise the Pro Vice-Chancellor/Executive Dean on strategic development to support the achievement of the Faculty's aims and objectives in Student Success.

The Associate Dean Student Success will contribute to the Student Success Sub-Strategy and other Universitywide projects as appropriate.

The Associate Dean (Student Success) will work with the PVC/Executive Dean to provide leadership on teaching and learning, student experience, digital, inclusive and practice-based curriculum across the Faculty. They will have a dotted line to the DVC.

Strategy Development and Delivery

- Work with the PVC/Executive Dean, to deliver on the Faculty strategic priorities supporting the Student Success Sub-Strategy.
- As a member of the Faculty's senior leadership/executive team, contribute to the development, deployment and delivery of the Faculty's strategy and business plan.

Professional Leadership

- Act as the senior adviser to the PVC/Executive Dean on relevant areas of teaching and Learning, and Student experience ensuring that expert professional knowledge is maintained.

Faculty Management and Planning

- Plan, organise, monitor and review the business operations, resources and income generation for the relevant areas of responsibility in order to deliver the University's aims and objectives. Work with FOO and Deputy Dean to ensure effective and efficient implementation of action plans.

People Leadership and Management

- To manage, develop, provide leadership and support to the roles in Schools relevant to the Student Success portfolio
- 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

- Work internally with the Faculty Leadership/Executive team, in particular the Heads of Schools, to embed Student Success projects at every level of the Faculty.

Teaching and Student Experience/ Research and Knowledge Exchange

- Embedding the following principles into the work of the Faculty:
 - 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

- To act as a brand ambassador actively promoting 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**

- Experience at senior manager level within an education-based organisation of comparable size and complexity.

Knowledge and Skills

- Substantial and sustained record of academic achievement across teaching and Learning, student experience, and excellent understanding of academic quality and compliance issues.
- A broad understanding and appreciation of common and unique aspects of the Student Success portfolio within the Faculty.
- Excellent project management skills and the ability to use innovation and creativity to solve complex problems.
- Excellent leadership skills, including the ability to motivate large and diverse teams in order to achieve a high level of individual, team and organisational performance.
- Strong decision-making skills, able to assess information accurately and effectively, and take ownership of results.
- Excellent inter-personal skills, including a commitment to continuous improvement to respond to staff and student requirements to deliver a high level of customer service and to develop good working relationships with a range of internal and external partners.
- A good level of knowledge and understanding of the issues and demands facing the University and Faculty within a wider higher education context.
- An understanding 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.

Qualifications

- PhD or equivalent professional practice.
- Postgraduate teaching qualification or Senior or Principal Fellow of HEA.

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.