

## **Associate Dean – Job Description**

The following Associate Dean roles will be appointed in each faculty:

- Associate Dean Student Experience
- Associate Dean External Engagement
- Associate Dean Research, Scholarship and Knowledge Exchange

Associate Dean roles will serve a cross Faculty function, in combination with an underlying position of Grade 9 or above. Although these positions can be offered at a lower grade, this would be outside of the norm, and only applicable to exceptional candidates who demonstrate the ability and experience required to fulfil the role. If such an appointment is made then suitable arrangements will be put in place to reflect the additional aspects of the position. This post will report to the Executive Dean with a dotted line responsibility to the Deputy Vice-Chancellor and Provost, Pro Vice Chancellor (Research) (the postholder will also need to work with a number of other senior colleagues as appropriate).

The workload model of the School will take full account of the duties and responsibilities of Associate Deans. The nominal allocation is 0.5fte.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The post holder will be expected to continue to fulfil all aspects of their substantive position.

The expectation is that all Associate Deans will:

- (i) Support the Executive Dean and all members of the Faculty Leadership Team and providing strategic support and guidance to Faculty colleagues, related in particular to implementation of the University Strategy and meeting its key objectives/targets.
- (ii) Advise the Executive Dean and Heads of School, where appropriate, on matters including but not limited to the post holder's remit. This will include providing guidance in relation to individual subjects/cohorts it will also include identifying the training needs of colleagues.
- (iii) Chair / take part in the appropriate Faculty/ University committees and report, as required, to the Executive Dean and University Executive Board.
- (iv) Where appropriate and advised by the Deputy Vice Chancellor and Provost and / or the Executive Dean, represent the University and its interests on external bodies.

- (v) Demonstrate, through personal example, academic excellence and commitment to the institutional mission and values.
- (vi) Undertake other duties as may be reasonably requested by the Deputy Vice Chancellor and Provost and / or the Executive Dean and other members of the University Executive Board.
- (vii) Work together with the other Associate Deans in the Faculty to ensure that the necessary connections are made between their respective remits, that there is appropriate consistency in practice and that the international and EDI agendas are addressed across all of their remits.

A remit for each of the Associate Dean roles is set out below.

## **Associate Dean - Student Experience**

In collaboration with the Executive Dean, the wider Faculty leadership team and other senior colleagues:

- Support the development and implementation of the Schools' and Faculty's plans for improving the student experience; including improving continuation and engagement, addressing the pastoral and progression needs of individual students and of meeting the requirements of the APP and the future TEF.
- Ensure that the Faculty (and in all its subjects) meets the university KPIs related to the student experience.
- Work with colleagues in cross school and faculty groups, or with specific course and subject leaders, to improve practice in all aspects of the student experience including; course organisation and management, student engagement and inclusivity.
- Promote engagement with, and show commitment to the Student Voice
- Identify themes emerging from national and University student surveys, and formulate action plans in response to these issues, including the NSS.
- Support faculty initiatives to improve student progression in regard to employability, placements and work-related learning.

## **Associate Dean - External Engagement**

In collaboration with the Executive Dean, the wider Faculty leadership team and other senior colleagues:

- Maintain an oversight of the external environment relevant to the Faculty—including market and consumer trends, and policy developments.
- Develop a consistent and strong brand profile for each subject in the Faculty and the University, to support the strategic ambition.
- Work with the Student Futures team to ensure arrangements for recruitment of students in all subjects in the Faculty are robust and in line with current market demand.
- Support the Faculty and its Schools in the development of their business plans and course portfolio to generate new opportunities for diversifying income.
- Support engagement with business, industry, government, 3rd sector organisations, cultural institutions and individuals with the goal of development of sustainable collaborative relationships and partnerships in relation to teaching, research and knowledge exchange and community engagement.
- Facilitate the coordination of networking, and liaison to extend and build agile and sustainable partnerships with the goal of establishing opportunities to assist the continuing development, income generation and reputation of the Faculty and the University.

## **Associate Dean – Research, Scholarship and Knowledge Exchange**

In collaboration with the Executive Dean, the wider Faculty leadership team and other senior colleagues:

- Develop and implement the faculty research and knowledge exchange plans, and ensure successful delivery of the related KPIs.
- Be a source of guidance to Faculty colleagues, on all matters relating to Research and Innovation, including commercialisation, culture, EDI, funding, impact, integrity, international visibility, knowledge exchange, partnerships and quality.
- Ensure high standards in doctoral research programmes and in the doctoral researcher experience at all stages from recruitment to submission and completion.
- Ensure that mechanisms to monitor and advance Research and Innovation performance are effective in the Faculty.
- Use their entrepreneurial skills to work with colleagues to develop income generation from non-traditional sources and motivate staff to pivot research into impact and income generation.

- Play a supporting role in the Faculties' preparations for and submission(s) to national assessment exercises including the Research Excellence and Knowledge Exchange Frameworks.
- Ensure faculty wide compliance with open access and research data storage.