Associate Dean – School of Engineering and Computing – Management Grade

Job Description

Purpose

As a member of the School leadership team, to support the successful achievement of School objectives by:

- Providing collaborative leadership and shaping a culture of success reflective of the University's values and committed to the achievement of its strategic goals;
- Initiating and influencing the delivery of School activities relating to teaching and learning, research, enterprise, innovation and public engagement;
- Providing assurance for initiatives designed to enhance the student experience.
- Bringing expertise in apprenticeship provision, quality assurance, and regulatory compliance.
- Demonstrating experience with OFSTED inspections relating to the Inspection of Apprenticeships; shaping the School's provision to meet and exceed national standards.
- Having active involvement in the application of professional standards within a relevant Professional and Statutory Regulatory Body (PSRB)

Duties

1. Play a key role in the creation and articulation of a shared vision for the School, consistent with maintaining excellence in teaching and learning, research and knowledge exchange;
2. Foster the advancement and implementation of plans for the achievement of School objectives with regards to the student experience, learning and teaching, research and knowledge transfer, underpinned by the effective and efficient utilisation of budgeted resources;
3. Manage, mentor and support academic colleagues within the School maximising potential and engagement with School objectives;
4. Lead cohesive staffing teams to maintain an accessible, inclusive and quality learning environment for students which enhances their experience and maximises their potential;

5. Have oversight for ensuring the effective delivery of the curriculum and strategic School projects aligned to the development of courses, research and knowledge transfer;

6. Ensure the delivery of targeted interventions and activities designed to maximise student recruitment, retention and achievement;

7. Promote a culture of respect, inclusion and cooperation in all areas and activities of the School encompassing consultation, decision-making and effective communication with colleagues and the student body;

8. Establish and foster collaborative, cooperative and productive relationships with other academic areas and professional services;

9. Provide line management to appropriate members of staff as required.

10. Provide assurance regarding all statutory and compliance obligations;

11. Represent the School on University-wide initiatives and within the external community as appropriate;

12. Support the University's commitment to equality, diversity, and inclusion by fostering an inclusive culture through the recruitment, development, and retention of talent.

13. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.

14. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of managing and co-ordinating resources and working with regulatory processes and governance systems (Application/Interview).

- Understanding of the sector, its current issues, priorities and challenges and their relevance to the cultural context of the School (Application/Interview).

- Experience of building and sustaining internal and external relationships (Application/Interview).

- Ability to lead a change agenda and to embrace new ways of working (Application/Interview).

- Experience of cross-University collaboration in the delivery of new initiatives (Application/Interview).

- Doctorate / Higher Degree or equivalent professional qualifications / experience (Application).
- Evidence of relevant continued professional development (Application).
- Ability to think strategically and use an evidence-based approach to develop and deliver strategic plans (Application/Interview)
- Ability to utilise leadership and a coaching style to create a high performing team (Application/Interview)
- Personal credibility with proven ability to develop creative and innovative solutions (Application/Interview).
- Excellent interpersonal and communication skills, commanding confidence, and trust with a range of internal and external stakeholders (Application/Interview)
- Evidenced delivery of the diversity agenda and inclusive learning (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Evidence of change management or significant project leadership (Application/Interview).
- Membership of professional body (Application).
- Fellowship of the HEA (Application).
- Development of strategic plans using an evidence-based approach (Application/Interview).
- Credible and well-respected by peers as evidenced by professional networks and involvement with outside bodies (Application/Interview).
- An academic track record relevant to the School's area of expertise (Application/Interview).