

JOB DESCRIPTION

Job Title: Faculty Deputy Dean (Research and Knowledge Exchange)
Job Ref: ACI38
Campus: Hendon
Grade: Senior Manager
Salary: £70,000 +
Period: Permanent
Reporting to: Pro Vice-Chancellor and Executive Dean of Faculty

Role Summary

A senior member of the Faculty Senior Leadership Team, accountable to the Executive Dean, taking specific responsibility across the Faculty for research, research students, professional practice, knowledge exchange and corporate engagement in line with the University Strategy and other University policies. The post-holder will also deputise generally for the Executive Dean as required.

Job Purpose

The post-holder will provide effective leadership to the Faculty for its research, professional practice, knowledge exchange, and corporate and public sector engagement goals in accordance with the University Strategy. This will include meeting University targets at Faculty and subject levels for research and knowledge exchange income; ensuring the development of high quality research, impact and professional practice that benefit students and their employability; leading the development of research and knowledge exchange relationships and partnerships with industry, public services and professional bodies; and contributing as appropriate to other University strategic aims and objectives.

Main Responsibilities

- To work with the Executive Dean to plan, consult on and communicate the Faculty's plans and activities with regard to research, research impact, research students, professional practice, knowledge exchange and corporate and public sector engagement, within the framework of the University Strategy and KPIs, and take a lead role in effective and consistent implementation.
- To lead on the Faculty's research and knowledge exchange engagement with industry, public services, professional bodies and funders, furthering the aims of the University Strategy.
- To oversee the development and maintenance of high quality research including funded research with impact across the Faculty, ensuring benefit for students.
- To lead on the development of an effective programme of knowledge exchange activity and income generation across the Faculty, including continuing professional development.
- To lead on effective Faculty engagement with and optimal outcomes in the REF and KEF (or other such external research/knowledge exchange related assessments), in line with University planning and policies.

- To chair the Faculty Research and Knowledge Exchange Committee and represent the Faculty on the University Research and Knowledge Exchange Committee, ensuring effective communication between all appropriate parts of the Faculty and the University.
- To plan and oversee achievement of income targets for research and knowledge exchange as agreed at University level.
- To develop, lead and manage the Faculty's provision for research students and enhancing the research student experience, including satisfaction, completion and employment.
- Work with senior colleagues to ensure that all Faculty academic staff are engaged in either research or professional practice that has demonstrable benefit to students, with clear performance expectations, appraisals and opportunities for professional development and sharing of good practice.
- To maintain excellent working relationships within and beyond the Faculty, including working closely with the University Directors of Research and Knowledge Exchange, modelling the University's values and promoting the reputation of the Faculty and University.
- To promote and encourage a culture of continuous improvement and sharing of good practice and innovation amongst staff and students.
- To ensure, as appropriate, compliance with ethical, risk, health and safety, equality and data protection requirements.
- To assist the Executive Dean with the leadership and general management of the Faculty; undertake line management, staff appraisal, performance management, staff development and resource management as required; and to deputise for the Executive Dean as required by the Executive Dean or Vice-Chancellor.
- To demonstrate personal academic leadership and excellence as appropriate to grade through teaching and/or supervision and one of either research or professional practice.

This is a description of the post, as presently constituted. Responsibilities may be reviewed periodically to ensure their currency in line with the University Strategy.

PERSON SPECIFICATION

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Essential requirements

- Academic qualifications and relevant experience reflecting the nature of the appointment, in any of the disciplines within the academic portfolio of the Faculty, including doctoral qualification or equivalent professional experience.
- Extensive and recent experience of working effectively in HE, and a track record of measurable achievements relevant to a specific portfolio of responsibilities.
- Understanding of the issues involved in successfully integrating high-quality teaching, research, professional practice and business development activities within an academic setting.
- Proven ability to manage creatively a complex set of resources.
- Effective management and leadership skills and experience appropriate to an ambitious HE environment; sustained experience of developing and leading academic and professional services staff (including performance management), and a strong appetite for creative problem-solving.
- Outstanding interpersonal skills and experience of communicating effectively with a wide variety of stakeholders.
- Track record of working effectively with appropriate external organisations, agencies and professional bodies.
- Business planning acumen and strong awareness of current strategic and financial issues facing HE.

Desirable requirements

- A teaching qualification and/or membership of the HE Academy.
- Existing, or potential for the award of, Professor based on a record of sustained academic achievement and reputation as evidenced by measurable outputs and/or achievements

Hours: The nature of the post is such that the post-holder will be expected to work flexibly and for such reasonable hours as are necessary to fulfil their duties and responsibilities.

Leave: 35 days plus 6 extra days to be taken in conjunction with Bank Holidays.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the post-holder may be changed after consultation. International travel is likely to be required from time to time.