

## Job Description



<b>Job title:</b>	<b>Academic Dean, Business and Law</b>
<b>Job ref:</b>	<b>BUS229</b>
<b>Reports to:</b>	<b>Deputy Vice-Chancellor, Provost</b>

### Job purpose

The Academic Dean reports to the DVC, Provost and has overall responsibility for the Faculty's full range of activities including planning, budgeting and resource allocation, innovation, teaching, professional practice, research, knowledge exchange and administrative and technical support. A member of the University Management Group and University Deans Group, the Academic Dean has direct line management responsibility for senior staff in the Faculty including Deputy Deans and Heads of Department. The Academic Dean is responsible for academic excellence and delivery across the Faculty.

Working closely with the DVC, Provost, the Academic Dean will support the implementation of Strategy 2031 through collaborative working across internal and external networks and communities of practice.

### Ways of working

All members of the University Management Group will make a strong personal contribution to a collaborative leadership approach and operate as a coach for the staff that report to them. University Management Group members will be expected to uphold and role-model our values and to work for the good of the community.

### Main duties and responsibilities

- To have overall responsibility for the Faculty's full range of activities including planning, budgeting and resource allocation, innovation, teaching, professional practice, research, knowledge exchange and administrative and technical support.
- Managing the Faculty's activities to support the implementation of Strategy 2031 and deliver against Faculty key performance indicators.
- Ensuring effective collaborative working across internal and external networks and communities of practice.
- Leading and inspiring the Faculty's staff, building their engagement with the University, its values and aims.

- Ensuring that financial, human, IT and physical resources are deployed effectively in support of agreed objectives for the Faculty.
- Ensuring that the Faculty's programmes are financially sustainable, make sufficient contribution to the wider running costs and investment needs of the University, and offer the best possible student experience and outcomes, improving year-on-year.
- Leading development of new, modified and improved programmes in response to student demand and employer needs, both within the Faculty and with other faculties.
- Ensuring that the quality, standards and outcomes of all programmes, direct and collaborative, are maintained and enhanced.
- Fostering a research and knowledge exchange culture which enhances Faculty outcomes and impact.
- Developing and exploiting opportunities for working with business, public bodies and the community that contribute to student benefit and graduate outcomes, including research and knowledge exchange.
- Creating a high-performance culture where the management of performance and professional development are appropriate at all levels.
- Ensuring a structure within the Faculty that delivers its objectives effectively.
- Ensuring the growth and diversification of faculty income and contribution, delivering an end-of-year financial outturn position that equals or exceeds the budget.
- Work with key stakeholders, including employers, professional and statutory bodies, schools and colleges, to ensure the viability, currency, recognition and reputation of our courses and other work.
- Creating and developing strong networks and appropriate partnerships across a range of external stakeholders to promote the viability and reputation of the Faculty and University nationally and internationally.
- Contribute to the leadership of cross-University projects and initiatives as required by the DVC, Provost and appropriate to the role holder's strengths and development.
- Contributing as agreed with the DVC, Provost to teaching, practice and/or research.
- Such other duties as may be reasonably required by the DVC, Provost.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications and achievements</b>		
Evidence of high personal and professional standing, normally recognised through Professorial appointment, with the required credibility to lead the Faculty and contribute to the University Management Group.	√	

Educated to Doctorate level in a relevant discipline.	√	
Evidence of continuous professional development.	√	
<b>Experience/Knowledge</b>		
A substantial record of academic leadership and management in a large, complex higher education provider, managing large teams and budgets to stretching performance standards.	√	
A successful record of achieving performance improvements.	√	
A sound understanding of the higher education landscape, and of national and international trends and opportunities.	√	
Experience of building successful partnerships and relationships externally, including with employers and professional, statutory or regulatory bodies relevant to one or more of the subject disciplines in the Faculty.	√	
Experience of building successful relationships and collaborations internally in a large, complex organisation, with evidence of collaborative working.	√	
<b>Skills and attributes</b>		
Strong leadership skills, including the ability to motivate and develop teams and individuals and to delegate effectively in order to achieve a high level of performance.	√	
Excellent resource planning and management skills, including financial management and the ability to use innovation and creativity to solve complex problems.	√	
Strong team working / collaboration skills including a commitment to ensuring that decision making is in the best interests of the University as a whole and fully aligned to University strategy.	√	
Excellent communication skills, including the ability to use advocacy and negotiating skills to effect change.	√	
The ability, agility and resilience necessary to deal with demanding workloads and deadlines.	√	
Strong empathy with the mission and values of Middlesex University and a track record of action in support of equality, diversity or inclusion.	√	

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:  
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

#### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Hilary McCrea ([H.X.McCrea@mdx.ac.uk](mailto:H.X.McCrea@mdx.ac.uk)). If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date.