

Job Description

Job Title:	Dean of Faculty-Science & Technology
Job Ref:	SCT373
Campus:	Hendon
Grade:	Senior Manager
FTE:	1
Period:	Permanent
Reporting to:	Vice Chancellor
Reporting to Job Holder:	TBC

Job purpose

The Dean leads their faculty staff and students. Working closely with other members of the University Executive Team, the Dean supports and contributes to the University's overall success.

The Dean has overall responsibility for all aspects of their faculty, including the experience and success of Faculty students, workforce planning, staff experience and success, portfolio development, budgeting and resource allocation. They lead the development and implementation of their Faculty's Business Plan, which interprets the University Strategy within their Faculty, shapes the direction and focus of their faculty, and establishes its goals and targets. The Dean is responsible for their faculty's spend and for planning and implementing changes to increase income.

Ways of working

A collaborative leadership approach and effective management of strategic change are fundamental to this role. The post-holder will work in close partnership with relevant internal post holders and cultivate and maintain relationships with key external stakeholders such as industry, civil society, public sector bodies and Higher and Further Education partners; specifically key partners reflective of the Professional Regulatory and Statutory Bodies (i.e. NMC; SWK England, OfSTED etc)

All members of the University Executive Team will make a strong personal contribution to leadership and culture in the University and be committed to the success and development of their staff and the students in their faculty. University Executive Team members are expected to uphold and role-model university values and to work for the good of the whole community.

Main duties and responsibilities

- Lead and manage the faculty's staff, fostering a culture that reflects the Middlesex approach, and ensuring the staff have the necessary skills, and undertake suitable activities, so the Faculty can thrive.
- Establish and maintain a culture, structures, and practices, so that staff and students generally feel supported and able to grow.
- Develop and deliver the Faculty's Business Plan, aligned to the University's Strategy.
- Report against a set of agreed Key Performance Indicators which include financial, recruitment and quality KPIs at Faculty level, and ensure these KPIs are supported

by the structure of staffing and by resourcing in the Faculty, and in individual staff performance goals, agreed through annual personal development reviews.

- Manage Faculty finances so that the Faculty makes sufficient contribution to the running costs and investment needs of the University.
- Ensure human, digital and physical resources are appropriate and deployed effectively in support of agreed objectives for the Faculty.
- Manage change effectively, so that Faculty performance is maintained to the expected standard, during times of transition.
- Ensure that the Faculty's programmes offer a strong student experience, produce strong outcomes and are financially sustainable, making a sufficient contribution to the wider running costs and investment needs of the University.
- Plan the development of new, modified and improved programmes, and the closure of programmes, in response to student demand and employer needs.
- Ensure that the academic quality, standards and outcomes of all programmes, direct and collaborative, are maintained and enhanced.
- Foster a research and knowledge exchange culture which enhances the Faculty's education provision, ensuring this activity is financially neutral or positive, and is aligned to the University Strategy.
- Be responsible for Faculty income, contribution, and spend, to deliver an end-of-year financial outturn position that matches or improves on the budget.
- Work effectively with external stakeholders, such as business, public bodies and the community, to benefit students and graduate outcomes, research and knowledge exchange.
- Work with key stakeholders, including employers, professional and statutory bodies, schools and colleges, to ensure the viability, currency, recognition and reputation of our work.
- Create and maintain 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 Vice Chancellor (VC) and appropriate to the role holder's strengths and development.
- Such other duties as may be reasonably required by the VC.

Leave: 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Person Specification

Qualifications and achievements

Essential

- Evidence of the required credibility to lead the Faculty and contribute to the University Executive Team, normally recognised through Professorial appointment and high personal and professional standing.
- Educated to Doctorate level or equivalent in a relevant discipline.
- Evidence of relevant continuous professional development.

Experience / Knowledge

Essential

- 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.

Skills

Essential

- 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, including our commitment to diversity and social mobility.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <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.