

# Officer of the University Role Descriptor

Last updated: March 2018

Post title:	Associate Dean (Education)
Academic Unit/Service:	
Faculty:	
Posts responsible to:	Dean of Faculty (direct); Vice-President Education (indirect)
Posts responsible for:	Indirect: Directors of Education, Faculty Academic Registrar
Post base:	Office-based

Job purpose
<p>Associate Deans support the Vice-Presidents in the development of University strategy and further develop and lead the implementation of this strategy within the Faculty on behalf of the Dean.</p> <p>The purpose of the Associate Dean (Education) role is to:</p> <ul style="list-style-type: none"> <li>• Work with the Vice-President Education and other Associate Deans on the development of University education strategy and policy.</li> <li>• Lead, manage, and promote the application of the strategy within the Faculty, lead on the development of a Faculty-wide strategy that aligns with the aims of the University, and translate the latter into KPIs relating to education for the Faculty's Schools.</li> <li>• Take responsibility for ensuring the implementation of staff development and the evaluation of performance, and the dissemination of good practice relating to education</li> <li>• Lead on Faculty preparation and monitoring in relation to processes including NSS and TEF</li> </ul>

Key accountabilities/primary responsibilities	% Time
<p>1. <b>University level</b></p> <p>Work with the Vice-President Education to lead and contribute to cross-University education matters/initiatives, as required by the Vice-President (Education) following consultation with the post holder. E.g.:</p> <ul style="list-style-type: none"> <li>• leading the development of particular strategic initiatives,</li> <li>• leading the relationship with particular external partners,</li> <li>• developing governance processes,</li> </ul> <p>Work in conjunction with other AD(E)s across committees and working groups to share and harmonize good practice to ensure consistency, efficiency and effectiveness of Education practice and processes.</p>	20 %

Key accountabilities/primary responsibilities	% Time
<p>Identify and lead interdisciplinary opportunities that will generate added value and work with other ADs, HoS and institute Directors in pursuing and implementing these opportunities.</p> <p>Work with the Vice President Education, Pro-Vice-Chancellors, Faculty Academic Registrar and Student Recruitment and International Relations on issues that will develop and enhance the student experience,</p> <p>Contribute to institutional oversight of quality assurance.</p>	
<p>2. <b>Faculty level</b></p> <p>Develop and implement a Faculty strategy that aligns with the strategic aims of the University, working with the Faculty Board and Schools to identify KPIs relating to Education at both Faculty and School levels, and ensure that delivery of the strategy contributes significantly to meeting the Faculty annual business planning objectives.</p> <p>Contribute effectively, as a member of the Faculty Board, to strategic leadership, management and business planning activity in the Faculty.</p> <p><b>Faculty level operational</b></p> <p>Work effectively with the School Directors of Education and Faculty Academic Registrar to ensure that effective processes are in place for governance, approvals, review and conduct of Education in the Faculty.</p> <p>Work with the School Directors of Education and Faculty Academic Registrar to ensure that every programme in the Faculty's education portfolio is of high quality, rigorous and stretching and research-informed, and attractive to high quality students.</p> <p>Maintain oversight of and work with the School Directors of Education and Faculty Academic Registrar to ensure the quality of student support, course organisation, student progression and outcomes, and the student experience in the Faculty.</p>	40 %
<p>3. <b>Staff Performance/Development</b></p> <ul style="list-style-type: none"> <li>• <b>Appointment / Promotion responsibilities:</b> Take a leading role in the appointment and promotion of all Balanced contract and Education-focused ERE posts in the Faculty, ensuring appointments are aligned with Faculty and University strategy.</li> <li>• <b>Staff and Student Development responsibilities:</b> In collaboration with the VPs, AD(R/E)s, HoSs, HoDs, the Doctoral College and CHEP, foster and maintain an environment in which the development needs of staff and students involved in education in the Faculty are met.</li> <li>• <b>Staff Performance responsibilities:</b> In conjunction with the VP(E), the Dean and other senior colleagues in the Faculty, and in line with University and Faculty requirements and goals, ensure implementation of a performance framework that utilises education performance metrics, and oversee monitoring of objectives and metrics at individual staff appraisal (e.g through involvement in appraisal moderation).</li> <li>• <b>Staff engagement:</b> Support the strategy that is in place for staff engagement to ensure that staff contribute to and engage with the School, Faculty and University strategy including organizational change.</li> <li>• <b>Student Experience:</b> Ensuring as a senior member of the faculty that you lead the way in delivering an exceptional Student experience.</li> <li>• <b>Embedding Collegiality:</b> Enact the 'Southampton Behaviours' and work with colleagues to embed them as a way of working within the Faculty.</li> </ul>	35%
<p>4. Deputise for the Dean as required and take on other duties that fall within the scope of the post as allocated by the Dean or Vice-President (Education) following consultation with the post holder.</p>	5%

Internal and external relationships
<p>The Dean of Faculty and Vice-President (Education).</p> <p>University and Faculty academic staff; other Associate Deans and Officers of the University (Heads of Schools/Directors of Education/Heads of Departments <i>etc.</i>).</p> <p>Faculty Academic Registrars, Faculty Managers; Faculty Operating Service staff; Head of Faculty Finance. Chief Operating Officer, Executive Directors and Directors of relevant Professional Services.</p> <p>Director of the Centre for Higher Education Practice</p> <p>Local, national and international public and private sector regulatory bodies and public organisations.</p>

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>PhD or equivalent professional qualifications and experience in a subject area relevant to the Faculty</p> <p>Well-established national reputation in a subject area relevant to the Faculty</p> <p>Significant track record of education leadership within a subject area relevant to the Faculty</p> <p>Knowledge and awareness of sector strategies and developments, of government policy, and the strategies of the funding / regulatory bodies</p> <p>Evidence of a track record of providing strategic and visionary direction in the development of education</p>		
Planning and organising	<p>Proven ability to plan and shape the direction of an area of educational activity with substantial impact on recruitment and/or quality and/or student progression and outcomes</p>		
Problem solving and initiative	<p>Ability to respond and adapt with agility to often rapidly-moving events and developments in both the internal and external contexts</p>		
Management and teamwork	<p>Ability to work across the multiple disciplines within the Faculty</p> <p>Ability to foster and develop good relationships between own Faculty and the rest of the university.</p> <p>Ability to work proactively with senior colleagues to develop cross-Faculty and cross-University cooperation and effectiveness</p> <p>Ability to monitor and manage resources</p> <p>Ability to shape a positive culture of management, leadership and engagement at all levels of the Faculty through exceptional leadership and personal example</p> <p>Ability to contribute to building, supporting and maintaining a high performing inclusive management team and to support a structured approach to strategic planning.</p> <p>A proven track record of achieving performance targets and supporting others to meet their performance targets.</p>		

Communicating and influencing	<p>Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience</p> <p>Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and others.</p> <p>Ability to provide expert guidance to colleagues in own team, other work areas and other institutions to develop understanding and resolve complex problems</p> <p>Ability to represent the Faculty / University on specific issues, as agreed with the Dean / VP(E).</p> <p>Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders.</p> <p>Ability to achieve results through persuasion and negotiation where no direct authority exists.</p>		
Other skills and behaviours	<p>Compliance with relevant Health &amp; Safety issues; ability to contribute to ensuring that these are aligned with education activities; ability to contribute to ensuring that the Faculty has a process for appropriate risk assessment in relation to education and student activity.</p> <p>Positive attitude to colleagues and students</p> <p>Ability to align with the University's core values in all areas of work, and champion those behaviours in the Faculty.</p>		
Special requirements			

# JOB HAZARD ANALYSIS

## Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			