

# Officer of the University – Role Profile

## Dean

Post Title:	Dean of Faculty
Posts Responsible to:	Provost and Deputy Vice Chancellor
Posts Responsible for:	Associate Dean and Head of Academic Unit

Role purpose
<p>The Dean has general executive management responsibility within the Faculty, is the budget holder and has three primary duties:</p> <ul style="list-style-type: none"> <li>• Leading the successful formation and delivery of the Faculty's academic plan and financial performance as part of delivering University Strategy;</li> <li>• Contribute to leading the overall strategic development of the University, taking on specific institution-wide responsibilities;</li> <li>• External representation of the University and Faculty for the purposes of growing income and contributing to the University development activities.</li> </ul>

Key accountabilities/primary responsibilities
<p>The Dean may delegate particular duties and responsibilities to other members of the Faculty team as appropriate, but the Dean remains accountable to the Provost (on behalf of the Vice-Chancellor) in all respects for such delegated duties and responsibilities. These duties and responsibilities include:</p>
<p><b>Leadership, management and administration in the University and wider community</b></p> <ul style="list-style-type: none"> <li>• To work effectively as a member of the University Executive Group in the strategic management and leadership of the University.</li> <li>• To act as line manager for the leadership team within the Faculty.</li> <li>• To be accountable for the management, performance and development of the Faculty's academic staff.</li> <li>• To manage the delivery of services by support staff within the Faculty on a day to day basis.</li> <li>• To lead and proactively develop all Faculty relations with alumni.</li> <li>• To be accountable for the implementation of University policy and procedures within the Faculty, including implementing equality and diversity aspirations.</li> <li>• To lead the promotion of the Faculty on behalf of the University to external stakeholders.</li> </ul>
<p><b>Education Leadership and Strategy</b></p>

#### Key accountabilities/primary responsibilities

- To lead the Faculty in developing and implementing its academic plan for excellence in research and education and the achievement of agreed Faculty performance targets including finance and research grant and tuition fee income.
- To be accountable for matters relating to the admission, recruitment, education and welfare of students.
- Working within the agreed core administrative structure, to organise and manage the Faculty to achieve academic and performance goals.

#### Research Leadership and Strategy

- To ensure, within the limits of available resources, that effective arrangements exist within the Faculty for the successful prosecution of academic excellence in research and education within the framework set by the Pro Vice Chancellors in pursuit of the Faculty's academic plan.
- To work with Research and Innovation Services and the Development office to identify and exploit new opportunities to grow sources of income for the Faculty.
- Any other duties as allocated by the line manager following consultation with the post holder.

#### Internal and external relationships (including nature and purpose of relationships)

- Vice-Chancellor (Overall Line Manager of Dean)
- Provost (Day-to-day Line Manager of Dean)
- Head of Faculty Operations (Day-to-day Supervision)
- Faculty Executive Assistant (Day-to-day Supervision)
- Faculty Academic Staff (Their overall line manager)
- Pro Vice-Chancellors (Effective collaborative working)
- Chief Operating Officer and Finance Director (Effective collaborative working)
- Professional Services (Effective collaborative working)
- Funding Bodies (including Charities and RCUK) (Develop effective relations with key officers)
- Director of Development (Effective collaborative working)
- Local, National & International Government bodies and public organisations (Develop effective relations with key officers)
- Commercial organisations (Develop effective relations with key officers)

#### Performance Criteria

There will be a performance element to the remuneration arrangements that will depend on the extent to which the Faculty achieves agreed performance targets. These will include:

- Financial performance; meeting annual budget targets including the Faculty "bottom line", research grant and contract income and overheads, Home and International student tuition fee income, external income development income, staff and recurrent costs.
- Student numbers; including annual number and quality targets for recruitment of different categories of students, drop out and completion rates.
- Student satisfaction as measured through appropriate internal and external assessments, e.g. National Student Survey.
- Reputation of the Faculty as measured by variety of means including external assessments such as

national and international league tables, performance in the Research Excellence Framework, reviews by relevant professional and government bodies.

#### Special Requirements

It is anticipated that the postholder will undertake the role for at least a period of 5 years. At the end of the defined period, which may be extended, the person appointed will return to a research or education oriented position within the University, whilst also having the opportunity to be considered for roles with enhanced managerial responsibility.