Job Description and Person Specification (HR5) Post Number:



Job Description							
School/Department:	Vice Chancellors Office						
Post Title:	Associate Dean Education and Student Experience						
Please enter Level under appropriate Career Pathway	ERE	TAE	MSA		CAO	R.Nurse	Clinical
ERE Category	Academic Posts			Non-Academic Posts			
	Academic (mixed)	Research only	Teaching only	Er	Enterprise Education Developm		elopment
Posts Responsible to (a	Directly to Dean of Faculty and indirectly to the PVC Education						
Posts Responsible for (and Level):		Student and Programme Support					

Job Purpose:

Associate Dean has executive responsibility for managing and leading the development of the Faculty education portfolio and student experience under the direction of the Dean and as a member of the Deanery executive group. The role has six primary purposes:

- Leading the development and implementation of Faculty educational strategy in line with
 University ambitions to grow student income, extend the student educational offer, and improve the quality of the overall student experience;
- To play a University-wide role, working with the PVC Education to development University
 education policy and engaging with and influencing national and professional /disciplinary
 education agendas
- Leading and managing student recruitment and the enhancement of the student experience across the Faculty in collaboration with Professional Services
- Promoting curriculum and educational innovation across and beyond the Faculty and the sharing of best professional practice;
- Managing and improving educational quality assurance policies and practices both within the

Faculty and across the institution;

Promoting and representing the Faculty with external education stakeholders.

Key Accountabilities/Primary Responsibilities

- % Time
- To work effectively as a member of the Faculty Management Team in the strategic management and leadership of education and the student experience within the Faculty, deputising for the Dean as required.
- To act on behalf of the Dean of the Faculty in ensuring that the performance of the Faculty in education and the student experience meets the standards to which the University aspires.
- To support the management, performance and development of the Faculty's academic staff in pursuit of the University and Faculty Education Plan.
- To provide leadership within the Faculty to develop and implement its education plan and the achievement of agreed Faculty performance targets including student recruitment, admission, retention and completion rates, tuition fee income, student satisfaction.
- Working within the agreed administrative structures, develop and manage lateral relationships with key managers across the University to ensure the effective delivery of shared services that support education and the student experience
- To ensure, within the framework set by the Pro Vice Chancellor, that effective arrangements exist within the Faculty for the successful and robust scrutiny of quality and viability of education provision, including active student involvement
- To ensure progressive improvement on the recruitment, admission, and education of the Faculty student cohort as part of the overall University Education plan
- To actively develop and promote relations with alumni
- To support the implementation of University policy and procedures within the Faculty, including implementing equality and diversity aspirations
- To lead the promotion and engagement of external stakeholders related to the Faculty's Education provision
- Any other duties that fall within the scope of the post as allocated by the Dean following consultation with the postholder.

Internal & External Relationships: (nature & purpose of relationships)

- Dean (Day-to-day Line Manager)
- Pro Vice-Chancellors (Effective collaborative working)
- Provost (Effective collaborative working)
- Faculty Operating Officer and Faculty Finance officer (Effective collaborative working)
- Faculty Academic Staff (Effective collaborative working)
- Chief Financial Officer, Chief Operating Officer (Effective collaborative working)
- Directors of related Professional Services (Effective collaborative working)
- Southampton University Students Union (SUSU) (Effective collaborative working)
- Schools, Colleges and Employers (Develop effective relations with key officers)
- Local, National & International Public Sector and Regulatory Bodies and public organisations (Develop effective relations with key officers)
- Funding Bodies (including Charities and RCUK) (Develop effective relations with key officers)

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", Home and International student tuition fee income,
- Student numbers; including annual number and quality targets for recruitment of different categories of students, retention 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, reviews by relevant professional and government bodies.

Special Requirements:

It is anticipated that the postholder will undertake the role for a period of 3 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.

Criteria	Essential	Desirable
Qualifications, Knowledge and Experience:		
A higher degree, PhD or professional doctorate in a relevant academic area.	✓	
Have a record of personal outstanding academic achievement with international peer recognition.		✓
Evidence of a track record of providing strategic and visionary direction in the development of education and the student experience	✓	
Knowledge and awareness of the broad context of Higher Education and government policy in the UK the current and forthcoming challenges and opportunities it presents.	✓	
Leadership, Management and Teamwork:		
Have a highly visible and democratic leadership style which is underpinned by strongly held values with respect to equality, diversity and openness.		✓
Has the confidence and courage to take on challenges and to be accountable for any decisions/risks taken.	✓	
The skills to build, support and maintain a high performing exclusive management team and to support a structured approach to strategic planning.	✓	
A proven track record of achieving performance targets and supporting others to meet their performance targets.	✓	
Evidence of a proven track record to manage complex change and engage staff and stakeholders through this process.	✓	
Ability to lead and develop and manage academic staff.		✓
Communicating and Influencing:		
Demonstrate highly developed interpersonal and communication skills and the ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and other stakeholders.	✓	
Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders and represent the University nationally and internationally.	✓	
Ability to be an articulate advocate for the faculty and able to promote and protect its interests.		✓
Ability to demonstrate evidence of achieving results through		

persuasion and negotiation where no direct authority exists.	✓	
Problem Solving and Initiative:		
Able to demonstrate sound judgement and practical problem solving skills.	✓	
A strong understanding of, and empathy with, the interprofessional agenda.	✓	
Other Skills and Behaviours:		
Be able to demonstrate financial acumen with the ability to increase or develop additional sources of income.		✓
Ability to work with others to ensure staff and resources are managed effectively.	✓	
To have an understanding of Higher Education funding.		✓
Special Requirements:		
Have a personal commitment to excellence, widening participation and equal opportunities.	✓	
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