

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	Enterprise	Education Development	
Posts Responsible to (and Level):	Directly to Dean of Faculty and indirectly to the PVC Education					
Posts Responsible for (and Level):	Student and Programme Support					
<p>Job Purpose:</p> <p>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:</p> <ul style="list-style-type: none"> 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 						

<p>Faculty and across the institution;</p> <ul style="list-style-type: none"> Promoting and representing the Faculty with external education stakeholders. 	
<p>Key Accountabilities/Primary Responsibilities</p> <ul style="list-style-type: none"> 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. 	<p>% Time</p>

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.

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 inter-professional 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.	✓	