**Associate Dean**

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| School/Department: | Campus Executive Board |
| Grade: | SMT |
| Reports to: | Executive Dean |
| Responsible for: | Academic Portfolio Leads |
| Works Closely with: | PVC Creative Education, and PVC Academic Partnerships & Industry Engagement |
|  | Careers & Employability, Partnerships, Marketing, Campus Life, Estates, Information and Digital Services |
| Job Summary and Purpose: | To provide strategic and operational support to the Executive Dean.  As a Campus Executive, provide academic leadership driven by a commitment to Teaching and Student Experience, Research, and Knowledge Exchange.  Support the Executive Dean in the delivery of the University strategic priorities, contributing to the ambitions to grow our student community, bring the world of work closer to university life, and develop new revenue streams through the commercialisation of our facilities and expertise.  As a member of the Campus Executive, the postholder will work with internal and external stakeholders including other Marketing, Careers, Student Services, local communities and industry bodies to drive forward our ambition to be the sector leader in practice-based creative education preparing students to work at the forefront of the creative industries. |

**01 MAIN RESPONSIBILITIES**

This senior leadership role will sit on the Campus Executive Board and will work alongside the Executive Dean and senior colleagues to deliver on the priorities set out in the University strategy.

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University as determined by the Deputy Vice-Chancellor and /or the President & Vice-Chancellor.

* The Associate Dean will be responsible for supporting the day-to-day management of the budget and resources needed to deliver the educational offer.
* Deliver portfolio responsibilities as determined by the Executive Dean.
* Work with professional and technical services to deliver an outstanding staff and student experience.
* Work with their executive colleagues to drive cultural and behavioural change through staff development and implementation of inclusive practice.
* Work as part of the university leadership to transform UCA.

**02 KEY ACCOUNTABILITIES**

* Work collaboratively to deliver on our ambition to offer an outstanding student experience measured by improved student satisfaction metrics in the NSS and PTES.
* Play a key role in planning and developing budgets and resource modelling.
* Provide leadership to the Academic Community.
* Contribute to developing a dynamic environment that is attractive to students and drives recruitment and growth.
* Develop strong partnerships with Industry to enable UCA to bring the world and work closer to the university experience and enable research and knowledge exchange activities to flourish.
* Work collaboratively with Estates & Facilities and IDS to ensure the needs of our practice-based pedagogy is reflected in the development of the campus.
* To work closely with the Marketing team to ensure we tell our staff and student stories and that we capitalise on opportunities increase and enhance our reputation and influence.
* Develop staff and student talent across the school.
* Play a key part in developing opportunities for new revenue streams and commercialisation.

**03 REPRESENTATION**

* Deputise for the Executive Dean and represent the University at events, on internal and external bodies, committees and boards, including attendance at local, regional, and international activities.
* Participate in corporate management and governance and to chair committees or groups as required.

**04 CORE REQUIREMENTS**

* Adhere to and promote the University’s policies on Equality, Diversity and Inclusion, and Information Security.
* Ensure compliance with Health & Safety and Data Protection Legislation.
* Support and promote the University’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the University’s negative environmental impacts wherever possible.

**05 ADDITIONAL REQUIREMENTS**

* This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the faculty delivers the required level of service.
* Will involve travel between the three campuses within the University to attend meetings etc. along with occasional work outside ‘office hours’.
* Undertake any other duties as requested by the Executive Dean/Deputy Vice-Chancellor commensurate with the grade.

**06 LEADERSHIP BEHAVIOURS**

All senior managers will demonstrate the following leadership behaviours:

## Leads Authentically and Inclusively

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential**.** Is aware of their biases and preferences and seeks out and considers different views and perspectives to inform decision-making.

## Leads Change

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has the confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximises future opportunities and possibilities. Fosters a growth mindset.

## Builds Trust

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

## Thinks and Acts Strategically

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based on a clear set of values. Develops effective networks and partnerships both internally and externally. Actively refers to the University's strategy and contributes to the student experience.

## Personally Effective

Has the ability and confidence to interact effectively with people in a range of contexts.

Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

**07 PERSON SPECIFICATION**

**Experience**

* Evidenced experience in a senior academic leadership role, managing academic teams and budgets.
* Recognised achievements in professional or creative practice, teaching excellence, including curriculum design or expertise in creative practice methodologies
* Evidence of research and knowledge exchange activities and leadership.
* Experience of leading and inspiring staff with a wide range of interests and backgrounds to achieve common objectives.
* A demonstrated ability to operate efficiently and effectively within the context of agreed budgets and a set of institutional guidelines and procedures.
* A personal commitment to the achievement of the highest possible level of quality and to service delivery within a framework of equal access to opportunities for both students and staff.
* Strategic awareness of the Arts and Creative Sector, the Higher Education Sector and national trends and innovations.
* Proven track record of managing senior-level relationships.

**Knowledge and Skills**

* Deep understanding of the Creative Sector/Discipline expertise.
* The ability to inspire and motivate others.
* Excellent interpersonal skills, skilled in negotiation, team-working, networking, advocacy, and ability to plan, manage and implement change effectively.
* Strong written and oral communication skills.
* Skilled at taking an evidence-based approach to decision-making.
* Creative problem-solving.
* Advocate for the University and its values.

**Qualifications**

* PHD or equivalent professional practice.
* Relevant professional memberships.

**Personal attributes**

* A commitment to delivering our values of inclusive, collaborative, and impactful.
* Respect for the purposes of the University and a belief in, and commitment to, the role of higher education in society.