Department/School of xxx

**ASSOCIATE DEAN**

Job Ref: REQxxxx

**Job Description**

**Job Purpose**

To play a key role in supporting the Dean in setting the direction of the School, providing strategic leadership and championing the enhancement of research, teaching and enterprise activities throughout the School.

To support the Dean of School and the Pro-Vice Chancellor (*R/T/E)* by providing strategic and operational leadership to the Schools activities and ambitions in *R/T/E.*

**Job Duties**

General Duties

* Be an active member of the School Senior Management Team, leading on matters relating to R/T/E.
* Work in a collaborative manner with the School’s Operations Manager and the Associate Deans for *(R/T/E)* to support the Schools’ ambitionsacknowledging the institutional context that places high importance on the integration of teaching, research and enterprise.
* Lead by example the University’s commitment to excellence and to encourage all individuals to realise their full potential.
* Support the Dean in the management of HR issues, e.g. conducting investigations for disciplinary and grievance cases.
* Represent the School externally and deputise for the Dean as required.

Duties related to *R/T/E*

* Play an integral role in the formulation and delivery of the University’s *R/T/E* strategy and be an active member of the relevant University’s R/T/E committees.
* Work with other Associate Deans *(R/T/E)* and other colleagues to ensure that efficient practice in *R/T/E* is shared across the University and promoted within the School.
* Represent the University on external bodies, as appropriate.
* Undertake specific activities related to *R/T/E* as follows

|  |  |  |
| --- | --- | --- |
| **Research** | **Teaching** | **Enterprise** |
| Contribute to the quality assurance process in respect of research degree programmes | Oversee responses to student related evaluations including NSS/PTES, Annual Programme Review, and the development of learning and teaching practices that address relevant issues | Work with the Enterprise Office to develop effective management of partnerships with business, public and voluntary organisations |
| Work with the Graduate School and the Research Student Office to ensure the best experience for our research students | Ensure quality standards of the School’s provision satisfy the University’s assurance framework | Disseminate the agreed enterprise definition amongst all School staff and work to further develop an enterprise culture at the University |
| Ensure the needs of Research staff are met | Lead the strategic development and review of the School’s portfolio of undergraduate and taught postgraduate programmes, including the implementation of University policy in learning, teaching and assessment in line with University strategy, and to formulate School policy where applicable. | Promote the importance within the University community of campus tenants, student and graduate start-up businesses and university spin out companies. |
| Lead preparations for REF | Act as independent assessor of quality and standards in other Schools and in external validations as appropriate | Coordinate impact activities across the school |
|  | Support and encourage the professional development of School staff, in particular as it relates to a scholarly and research informed approach to teaching excellence. |  |
|  | Work in partnership with the Loughborough Students’ Union as appropriate, in particular with Programme Presidents and Programme Representatives to enhance their academic experience. |  |

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The post holder will be expected to continue to fulfil all aspects of the substantive position with emphasis on maintaining a strong personal academic profile in teaching, research and enterprise

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University’s mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection. Staff not subject to probation are still expected to attend the University’s mandatory courses.

**Organisational Responsibility**

Reports to the Dean of School

Dotted line responsibility to the relevant Pro Vice-Chancellor.

Associate Dean

**Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.  Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

**Essential Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience | Experience of conducting high quality research, teaching and enterprise usually at professorial level. | 1,3 |
|  | Experience of leadership in Research/Teaching/Enterprise, at least at discipline level. | 1,3 |
|  | An understanding of the issues facing the UK higher education sector, notably in relation to Research/Teaching/Enterprise. | 1,3 |
| For ADR only | Experience of supporting high quality research applications and interaction with the research office  Experience of leading research projects  Research of international standing  Experience of publishing research outcomes, securing funding and PhD supervision | 1,3 |
| For ADT only | Experience and evidence of delivering high quality teaching at UG and PG levels  Experience of leading programme and curriculum development | 1,3 |
| For ADE only | Experience of creating social/cultural/economic impact through knowledge exchange  An understanding of issues facing the University in relation to enterprise.  Experience of academic engagement with business/public/voluntary organisations and appreciation of the associated challenges | 1,3 |
| Skills and abilities | Demonstrated ability to work closely and effectively with colleagues including senior colleagues outside of the School. | 3 |
|  | Evidence of high levels of motivation and the personal drive necessary to support change. | 3 |
|  | Ability to stimulate and inspire others as reflected in academic leadership and influence beyond own discipline/institution. | 3 |
|  | Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business and agencies on a wide variety of matters. | 3 |
|  | Experience of leading a team. | 1,3 |
| Other (AD(T) only) | Formal recognition of professional standing in teaching (e.g. Fellowship of HEA) or actively working towards this | 3 |

# Applications

The closing date for receipt of applications is **DATE.** Interviews will be held on **DATE**.