

Job Description

A Job Duties of all Associate Deans

1. Lead, with the Dean and all members of the School Leadership Team, the School's implementation of the [University Strategy](#).
2. Work with colleagues, across Schools and Professional Services, to realise aspirations across all our activities, including research and innovation, education, student experience, and Equity, Diversity and Inclusion.
3. Advise the Dean, where appropriate, on matters including but not limited to the post holder's portfolio.
4. Support the Dean in the management of issues, such as investigations, disciplinarys, grievances and appeals, for staff or students.
5. Chair appropriate School committees and report, as required, to the School Staff Meeting.
6. Act as an advocate for the School and deputise for the Dean, as required.
7. Represent the University and its interests on external bodies.
8. Demonstrate, through personal example, academic excellence and commitment to [institutional values](#).
9. Undertake other duties as may be reasonably requested by the Dean and other members of the Academic Leadership Team.

B Specific Duties for Associate Dean (Research and Innovation)

1. Support the Pro Vice-Chancellor (R&I) and work collaboratively with other senior staff, in particular the Associate Deans (R&I) and Research and Innovation Office colleagues, to contribute to the wider leadership and management of the University as an active member of the Research and Innovation Committee.
2. Provide strategic leadership in the School and direct support to School colleagues, including research staff, on all matters relating to Research and Innovation, including commercialisation, culture, EDI, funding, impact, integrity, international visibility, knowledge exchange, partnerships and quality.
3. Working with the Pro Vice-Chancellor (R&I) and others, ensure compliance risks are accounted for in decisions on research ethics, trusted research and contractual agreements.
4. Lead a team of colleagues in the School comprising academic support roles for Research and Innovation, such as the Director of Doctoral Programmes, REF Unit of Assessment Lead and Open Research Lead, and associated administrative support roles.
5. Working with the School's Director of Doctoral Programmes and the APVC (Doctoral College), ensure high standards in doctoral research programmes and in the doctoral researcher experience at all stages from recruitment to submission and completion.
6. Ensure that mechanisms in place to monitor and advance Research and Innovation performance are effective in the School, working with Associate Deans (R&I) from other Schools and other colleagues to ensure best practice is developed and shared.
7. Play a leading role in the School's preparations for and submission(s) to national assessment exercises including the Research Excellence and Knowledge Exchange Frameworks.

Points to Note

The workload model of the School will take full account of the duties and responsibilities of Associate Deans. The nominal allocation is 0.4fte.

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

Organisational Responsibility

Reports to the Dean of School

Dotted line responsibility to the relevant Pro Vice-Chancellor.

Person Specification

Area	Essential Criteria	Stage
Experience	Experience across all aspects of academic work, in line with institutional values and normally at professorial level.	1,3
	Experience of academic leadership, at least at discipline level	1
	Experience of working with all staff and students to create a positive institutional culture, within the context of the issues facing the UK higher education sector.	3
	[For ADR&I only] Personal research and innovation activity that is respected by colleagues for its originality, significance and rigour, and for the manner in which it is conducted. Experience of preparing and leading research and/or innovation projects, attracting external funding, publishing project outcomes, and supervising Doctoral Researchers. Experience of collaboration with external partners, with the aim of enhancing academic and/or creating social/cultural/economic impact.	1,3
Skills and abilities	Ability to contribute strategically in a School Leadership Team and in senior university committees	3
	Demonstrated ability to provide support to and work effectively with colleagues including senior colleagues outside of the School.	1,3
	[For AD(R&I) only] Ability to lead a research and innovation team with responsibilities that cover commercialisation, culture, EDI, funding, impact, integrity, international visibility, knowledge exchange, partnerships and quality.	3
	Ability to stimulate and inspire others as reflected in academic leadership and influence within and beyond own discipline/institution.	3
	Evidence of high levels of motivation and the personal drive necessary to support change.	3
	Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, and external partners on a wide variety of matters.	1,3

1 – Application 2 – Test/Assessment Centre/Presentation 3 – Interview