



Job Description

General Details

Job title:	Associate Dean – Students (SR17-20)
School:	Business, Leadership and Economics
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full Time (1.0fte)
Grade/Salary:	Grade 11
Date Prepared:	July 2017

Job Purpose

The Associate Dean - Students will provide the leadership direction and strategic and operational management for the school with regard to learning, teaching and the student experience.

The purpose of the role will include the following key areas of responsibility:

- To deliver the corporate objectives as determined in the Strategic Plan and the implementation strategies.
- To ensure that all learning and teaching developments and requirements are delivered across the School in conjunction with Head of Department in line with agreed academic strategy to embed best practice
- To ensure that the School demonstrably increases performance in a range of key metrics including student satisfaction, achievement, progression, retention, employability against our Key Performance Indicators and external performance benchmarks
- To lead activities related to the ongoing portfolio of awards including validations, subject reviews and accreditation with professional, regulatory and statutory bodies within the School and with partners, to ensure that the portfolio is market led and attractive to students, and offers a range of modes of study and qualifications.
- To develop the Schools partnership provision in line with the Partnerships Strategy and ensure that the delivery and performance of this is at the appropriate standards
- To contribute to the inspirational leadership and management of the School and as part of the School Management Team to ensure a healthy, safe, vibrant and engaged culture with an enhanced capability to increase the pace and implementation of change .
- To lead and manage proactively, efficiently and effectively within the School and in a range of cross institutional networks.

Relationships

Reporting to:	Dean of School Pro-Vice Chancellor - Academic
Responsible for:	Academic Practice Learning Manager
Other Key Internal Relationships:	Executive Senior Leadership Team School Management Team (s) Head of Department and School Staff

Main Activities

Leadership and Management - Responsible for:

1. Providing leadership and line management to appropriate School staff, including the setting of objectives and performance management of these staff.
2. Ensuring effective communication of the University's strategies and policies and major programmes of work throughout the School ensuring that there are effective mechanisms for two way communication and, as often as possible, opportunities for staff engagement prior to the decision being implemented and ensuring that information, ideas and challenges are shared with the Dean and School Management Team.
3. Undertaking a number of cross University programmes of work identified by Executive or the Dean.
4. Ensuring the engagement of a range of School staff in cross University working groups/fora/committees in relation to learning and teaching and student experience.
5. Acting as an ambassador for the University in a range of external environments ensuring that the University is positively portrayed at all times, in order to grow the reputation of the University and develop a platform on which our success can be celebrated.
6. Representing the School at University Committees and meetings as directed and chair School groups as appropriate.

Academic Development - Responsible for:

7. Leading and managing across the School, UK and international partners, the implementation of the University's strategies in relation to learning and teaching and the student experience.
8. Leading and managing within the School/partners on matters related to student retention, achievement, employability and progression.
9. Working with the University's Quality Improvement Services and the University's Academic Development Unit, oversee all quality enhancement activities to ensure they deliver a culture of continuous improvement within the School and with our partners.
10. Ensure compliance with the University regulatory framework for undergraduate and postgraduate provision and the requirements of appropriate professional, statutory and regulatory bodies.
11. Responding to a range of student experience feedback mechanisms including module evaluation, continuous monitoring, National Student Survey, Student Viewfinder and postgraduate survey feedback to ensure that this is acted upon swiftly in order to raise the standing of School programmes and partner programmes.
12. Leading and managing activities relating to the quality assurance of the awards, including external examiner, annual monitoring and reviews of teaching (QAA or associated bodies) and Quality Enhancement Projects within the School and with UK/international partners.
13. Leading activities related to the ongoing portfolio of awards including validations, subject reviews and accreditation with professional, regulatory and statutory bodies within the School and with partners, to ensure that the portfolio is market led and attractive to students, and offers a range of modes of study and qualifications.
14. Ensuring that the University and its partners are well informed about national policy and developments relevant to the work of the School and its academic disciplines including leadership and co-ordination of matters.
15. Leading, within the School, on Higher Education Academy initiatives including HEA fellowship, the National Teaching Fellowship Scheme and internally increasing the numbers of staff who achieve University Teaching Fellow status.
16. Acting as lead manager for dealing with cases of academic misconduct, student appeals and complaints within the School, liaising with Student and Academic Services as appropriate.

17. Ensure student representation on all appropriate School groups to ensure engagement with quality processes and monitoring of School engagement with STARS.

People and Resource Management - Responsible for:

18. Acting as the lead within the School on identifying cross school learning and teaching professional development needs and ensure these are addressed through a working programme of pedagogic professional development for all learning and teaching staff.
19. Ensuring appropriate access to digital technologies to support activities together with ensuring that staff develop their digital capabilities.
20. Recruiting, motivating, training and developing staff in conjunction with other senior members of staff within the School in order to provide professional and flexible staff capable and meeting defined performance and business objectives.
21. To ensure all staff within Academic School are aware of and take full responsibility for compliance in ensuring right to work checks are undertaken prior to the commencement of employment in accordance with the University's Right to Work policy and appropriate action is taken if satisfactory document checks are not undertaken prior to the employment of students, new staff members, or specialist/visiting lecturers.
22. Health and safety performance in the relevant work area, ensuring compliance with health and safety legislation and University policy and procedures.
23. Supporting the Dean in addressing equality issues within the School in accordance with the Public Sector Equality Duty.
24. Undertaking any other duties or responsibilities as may reasonably be required by the Dean.

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification

Job Title: Associate Deans – Students (SR17-20)

School: Business, Leadership and Economics

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1.	Educated to Postgraduate level (ideally at PhD level or working towards the qualification)	E	A
2.	Successful track record of positively influencing key performance metrics regarding the student experience including retention, progression, achievement, employability and student satisfaction as measured by internal and external benchmarks and comparative data	E	A/I
3.	Successful track record in the continuous review of the academic portfolio to ensure that provision is market led and attractive to students, in order to grow and develop the provision of an academic area	E	A/I
4.	High level understanding of learning and teaching and creativity in developing and delivering the curriculum	E	A
5.	Previous leadership and senior management experience of medium to large diverse teams in an academic context	E	A/I
6.	Successful track record of working within an academic area whilst fostering strong, corporate and conducive working relationships with services	E	A/I
7.	Demonstrable ability to manage budgets and plan resource usage and manage projects in an academic environment	E	I
8.	Demonstrable ability to analyse complex data/information, think strategically and identify business opportunities relating to the work of the academic theme or University more widely	E	A
9.	Strong leadership qualities and skills appropriate to a senior management position including the management, development and motivation of both teams and individuals to inspire and secure high performance.	E	I
10.	A proven track record in building strong teams and achieving targets in a competitive environment	E	I
11.	High level communication skills both oral and written with ability to act as a representative of the themed area and University in a wide range of situations, both internally and externally, nationally and internationally	E	I
12.	High level negotiation, influencing and enabling skills to ensure priorities are met	E	I

13.	Ability to present and communicate complex issues in readily accessible format	E	I
14.	Be able to work flexibly and use own initiative when appropriate	E	I
15.	A positive 'can do' attitude and approach	E	I
18.	Member of HEA Academy at Senior or Principal Fellow Level Any individual appointed to an Associate Dean – Students role will be expected to have achieved at least Senior Fellow level within two years of the date of appointment and ideally Principal Fellow status as one of the terms of accepting the position	D	A
19.	A track record of research	D	A/I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate