



## Job Description

General Details	
Job title:	Associate Dean – Research and Enterprise (RIIS-CAE18-04)
School:	Creative Arts and Engineering
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full Time (1.0fte)
Grade/Salary:	Grade 11
Date Prepared:	February 2018

Job Purpose
<p>The Associate Dean – Research and Enterprise (ADRE) will provide leadership and management of the School's research and enterprise activities.</p> <p>The purpose of the role will encompass key areas of responsibility, which include:</p> <ul style="list-style-type: none"> <li>• To deliver the School's research and enterprise objectives as determined by the Corporate Strategy, the Research, Innovation and Impact Strategy and underpinning plans.</li> <li>• To work with the Dean of School, Deputy Vice-Chancellor, Director of Research and ADREs of the other Schools to develop further the School's and University's research and enterprise culture, and ensure that the University meets its Research and Enterprise objectives.</li> <li>• To lead and coordinate the activities of School REF UoA leads, and work with the central REF team to deliver a successful REF2021 submission.</li> <li>• To grow the postgraduate research student community in the School, and further develop and enhance the postgraduate students' experience, supported by the Graduate School.</li> <li>• To maintain and develop an international research profile. This will include producing excellent research outputs, winning research funding, supervising research students to completion and building and maintaining a high level of esteem and influence.</li> <li>• As part of the School's Senior Management Team, to support the Dean and contribute to the inspirational leadership and management of the School.</li> </ul>

Relationships	
Reporting to:	Dean of School (Line Manager) Deputy Vice-Chancellor Director of Research
Responsible for:	Professors, Associate Professors and Departmental Research leads, as agreed with the Dean of the School
Other key internal relationships:	University Executive University Senior Leadership Team School Management Team School Research Staff Research, Innovation and Impact Services Employer Partnerships team Other ADREs Graduate School

## Main Activities

1. Providing leadership and management for the research and enterprise in the School, ensuring that the School delivers its objectives in these areas.
2. In relation to 1, above, ensuring that the School achieves targets for income arising from research, and for the quality and volume of its research outputs.
3. Supporting and driving the growth in enterprise funding from the LEPs, and other enterprise-focused bodies.
4. Leading and coordinating the activities of the School REF Units of Assessment leads, and to work with the central REF team to deliver a successful REF2021 submission.
5. Working with the University's Research Impact Manager to maximise the impact arising from the School's research and the capture of evidence of that impact.
6. Ensuring that the School's research outputs are compliant with the University's Open Access Policy, the requirements of REF2021 and of research funders as appropriate.
7. Leading the development of the School's culture of research excellence, and in collaboration with the Deputy Vice-Chancellor, Director of Research and fellow ADREs, the research culture across the wider University.
8. Driving the development and growth of Research Centres in the School.
9. Leading the development of multidisciplinary and interdisciplinary research across the School, and between the School's researchers and other researchers within the University and beyond.
10. Collaborating with ADREs and other senior colleagues to deliver cross University programmes of work identified by University Executive or the School Dean.
11. Developing and enhancing the internal peer review system for research and enterprise grants, and where authority has been delegated by the Dean, to sign off the applications on behalf of the School.
12. Increasing the number of PGR students and enhancing the quality of their experience, in collaboration with the Graduate School, Director of Research and the University's Recruitment and Admissions Team.
13. Leading on the marketing and communication of the School's research and enterprise to internal and external audiences, in collaboration with the University's Director of Marketing and Communications.
14. Ensuring that the School's research is undertaken in accord with the University's policies on ethics governance.
15. Undertaking own high-quality research that is at least internationally excellent in terms of its originality, significance and rigour, in a cognate discipline to those represented in the School, and winning research funding as PI.
16. Providing leadership and line management to appropriate School staff, setting targets and performance objectives, and monitoring and evaluating these as part of the University's performance and development review processes.
17. Ensuring effective communication of the University's strategies and policies and major programmes of work relating to research and enterprise throughout the School. Ensuring that there are effective mechanisms for opportunities for staff engagement with decision-making and ensuring that information, ideas and challenges are shared with the Dean and School Management Team.
18. 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.
19. Representing the School on the University's Research and Innovation Committee, and other University committees as required, and chairing School groups as required.
20. Recruiting, motivating, training and developing staff in conjunction with other senior members of staff within the School and wider University to create a high-performance research-focussed culture.
21. Supporting the Dean in addressing equality issues within the School in accordance with the Public Sector Equality Duty.
22. 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.

### **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.