



Job Description

General Details

Job title:	Associate Dean – Students (LSE19/22)
School:	Life Sciences and Education
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 1.0fte
Grade/Salary:	Grade 11

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 Heads 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

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

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).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Dr Nigel Thomas; Dean, School of Life Sciences and Education, on +44 (0) 01782 294308 or
Email: n.b.thomas@staffs.ac.uk

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.

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.

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to Human Resources & Organisational Development to be scrutinised. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.