

JOB DESCRIPTION:

Associate Dean for Global Engagement and Masters Programmes

Date: 4 March 2022

<p>Main purpose of job</p>	<p>The Associate Dean for Global Engagement and Masters Programmes plays a key role in supporting the DPVC/ Dean in setting the direction of the School, providing strategic leadership and championing the enhancement of global activities throughout the School.</p> <p>They also support the DPVC/ Dean of School and the DVC and APVC Global Engagement by providing strategic and operational leadership to the School’s activities and ambitions in this area.</p> <p>The Associate Dean for Global Engagement working with the DVC and APVC Global Engagement, have a key role in ensuring engagement with and delivery of the University’s global strategy and KPIs.</p> <p>They are responsible for leading the School’s accreditation and rankings programmes, as well as oversight of the School’s market driven PGT portfolio.</p>
<p>Reporting to</p>	<p>DPVC/Dean Indirectly APVC Global Engagement</p>
<p>Responsible for (people)</p>	<p>Director of Accreditations and Rankings</p>
<p>Main duties and accountabilities</p>	<p>Accountabilities common to all Associate Deans</p>
<p>1</p>	<p>Shares collective responsibility for providing clear and effective leadership to the School, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence.</p>
<p>2</p>	<p>Has collective responsibility for ensuring alignment of School activity to University and Faculty strategy, promoting cross-Faculty initiatives and supporting collaboration between Departments within the School.</p>
<p>3</p>	<p>Working with the relevant DVC and Associate PVC, plays an integral role in the formulation and delivery of the University’s and Faculty’s strategy, and is an active member of the relevant University and Faculty committees.</p>
<p>4</p>	<p>Working with the relevant DVC and Associate PVC, plays an integral role in ensuring that alignment of best practice and innovation is shared across the University, Faculty and promoted within the School.</p>
<p>5</p>	<p>Represent the University nationally and internationally to enhance our external profile and to generate benefits for the University as a whole.</p>
<p>6</p>	<p>Deputise for the DPVC/Dean as required.</p>
<p>7</p>	<p>Actively role model the University’s expected leadership values and behaviours, promoting a culture of equality, inclusion and environmental sustainability and represent the University nationally and internationally to enhance our external profile and generate benefits for the University as a whole.</p>
<p>8</p>	<p>Ensure effective communication and collaboration within the School, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve goals.</p>
<p></p>	<p>Accountabilities specific to Research & Impact, Education, Global Engagement and Masters Programmes</p>
<p>9</p>	<p>Working closely with Professional Services colleagues, and by facilitating the development of strong relationships with stakeholders within the School, Faculty and University, promote a vibrant, bold and</p>

	open culture which supports and encourages global activities in education and research.
10	<p>Working with the other School Associate Deans, Faculty APVCs and HoDs</p> <ul style="list-style-type: none"> ensuring that international collaborative research activity is strongly encouraged, and fully supported, and new opportunities are explored for internationalising, sustaining and scaling-up Research and Innovation initiatives with key overseas partners diversifying and expand international student markets, meeting School student recruitment targets for UG and PGT Home and International ensuring that the School offers an attractive portfolio of online and face to face courses designed to meet market demand. support for the development and promotion of cross-Faculty initiatives.
11	Be accountable for promoting a high achievement culture within the School, working with Heads of Department and colleagues across Professional Services to set targets and performance indicators for all strands of the Global Strategy for their School, and ensuring delivery against these measures.
12	Report on delivery against targets as required.
13	Support and encourage the professional development of School staff, in particular as it relates to engagement with partners globally.
Key liaisons	Membership of relevant School, Faculty and University committees/boards and other working groups to promote interdisciplinarity and to support Faculty and University-wide strategic objectives.
Learning and development requirements and opportunities	<p>Academic Leader Development Programme</p> <p>Personalised development plan in ePDR</p>
Person specification (essential and desirable)	<p>Associate Professors or Professors in any academic job family.</p> <p>Experience at a senior leadership level, with a clear vision for education and research and the ability to engage others in that vision</p> <p>Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change</p> <p>Awareness of political issues and higher education regulation and understanding of how to operate effectively within these different environments</p> <p>Ability to think creatively and with vision and the willingness to suggest and try new and creative approaches to problems</p> <p>Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally</p> <p>A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity</p>

	<p>Ability to delegate, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork</p> <p>Success in delivering results through effectively managing people, finances, and other resources to achieve these</p> <p>Credibility and expertise gained from personal and collaborative success in the specific academic theme (Global Engagement)</p> <p>Knowledge and experience in a cognate academic area of the School</p> <p>Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour</p> <p>Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate</p>
Term of office	3 years, usually ending on 31 July. Renewable subject to satisfactory review.
Time Allocation	<p>This is a 0.5 FTE role. The remaining FTE is available to enable the role holder to maintain an active profile in research and/or scholarship (which is a requirement of the role). The time allocation and the distribution of responsibilities between the Associate Dean role and the roleholder's other academic activities, including, other support that can be made available to facilitate this role, will be discussed and agreed with the Dean at the time of appointment.</p> <p>Staff in the Education & Research job family will be expected to remain research active as part of this role.</p>
Recognition	A pensionable salary is payable for this role as approved by UEB. E&R staff will be expected to remain research active as part of this role.
Date last reviewed/approved by	<p>March 22</p> <p>Director of Human Resources</p>