

JOB DESCRIPTION:

Deputy PVC and Dean Medical/Business School

Date: 1 March 2022

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| <p>Main purpose of job</p> | <p>As a member of the Faculty’s Executive Board, the Deputy PVC and Dean Medical/Business School will contribute to the effective leadership and management of the Faculty and School, and play a full role in its executive functions, delivering the strategic goals of Faculty, School and Departments and promoting interdisciplinary academic excellence.</p> <p>Working closely with and in support of the Heads of Department, the DPVC and Dean Medical/Business School is accountable for the delivery of key Departmental KPIs (for example, in finance, student numbers, education outcomes and research and business funding and outputs). They are jointly responsible for shaping and successfully delivering the strategic direction of the academic disciplines within their remit, aligned with the strategic imperatives of the Faculty and the University.</p> <p>Working with other DPVCs and APVCs within their Faculty and School and across faculties to promote interdisciplinarity.</p> <p>As a member of the Faculty Executive Team, provide clear and effective leadership to the Faculty, promoting a sense of collegiality, ambition, inclusion and a vibrant culture, encouraging productivity and ensuring the Faculty delivers its agreed business plan</p> <p>In agreement with the PVC, develop and deliver cross Faculty (and potentially cross University) initiatives.</p> <p>Deputise for PVC as required.</p> |
| <p>Reporting to</p> | <p>PVC/Executive Dean</p> |
| <p>Responsible for (people)</p> | <p>Operational responsibility for:</p> <p>Associate Deans (Business School/Medical School) Heads of Department Other discipline leadership roles as designated by the PVC/Executive Dean.</p> |
| <p>Main duties and accountabilities</p> | |
| <p>1</p> | <p>As a member of the Faculty’s Executive Group, contribute to the effective leadership and management of the Faculty and School, and play a full role in the executive functions of the Faculty, promoting and delivering interdisciplinary academic excellence.</p> |
| <p>2</p> | <p>Provide support and academic leadership for Associate Deans, Heads of Department, developing and implementing agreed plans for the development of the disciplines in their remit, in fulfilment of the University’s vision and strategy.</p> |
| <p>3</p> | <p>Working within the framework determined by the University and Faculty, accountable for strategic and operational activity and responsible for oversight of approved budgets and other resources in the School and Departments in their remit ensuring that plans for sustainable development and growth are implemented and monitored.</p> |
| <p>4</p> | <p>Responsible for the effective line management of Associate Deans and Heads of Department ensuring that the priorities set out in</p> |

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| | University, Faculty and School strategies and plans are implemented well and that development needs and support are addressed pro-actively. |
| 5 | Working with the Associate Deans and Heads of Department, ensure that (i) communication within the School/Department is managed well, and it is honest, genuine, accurate and informative, (ii) academics in the School/Department are managed effectively, (iii) supportive and responsive probation arrangements are in place for new academic staff, (iv) recruitment, probation, appraisal and promotion procedures for academic staff are proactively managed, and (v) that change is anticipated, initiated and managed with clarity, vision and commitment to staff wellbeing and inclusion. |
| 6 | Champion the University's values of discovery, respect, excellence, inclusion and community, ensuring they are visibly progressed and embedded in their School/Departments, whilst promoting a sense of collegiality, ambition and drive, encouraging productivity and creativity. |
| 14 | Working with the Associate Dean and Associate PVC for Education, promote excellence in learning and teaching and success for all, assuring and enhancing the quality of education, supervision and training received by undergraduate and postgraduate students within the Departments. |
| 15 | Working with the Associate Dean and Associate PVC for Research & Impact, promote excellence in research within the Departments, encouraging interdisciplinarity and collaborative working. |
| 16 | Working with the Associate Dean and Associate PVC for Global Engagement, ensure that the Departments are engaged globally in everything they do. |
| 17 | Working with the Associate Dean and Associate PVC for Business & Regional Engagement, promote excellence in enterprise within the Departments, encouraging the development of partnerships regionally and nationally. |
| 18 | Leadership of roles that support activities or interfaces that are particular to the Business School/Medical School |
| 19 | Ensure that effective health and safety systems and procedures are implemented, actively managed and monitored within the Departments. |
| 20 | Create an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity, underpinned by effective systems and procedures that are implemented, actively managed and monitored within the Departments. |
| 21 | Actively role model the University's expected leadership values and behaviours, represent the University (regionally, nationally and globally) as appropriate to enhance our external profile and generate benefits for the University as a whole. |
| 22 | Ensure effective communication and collaboration within the Faculty, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve goals. |
| 23 | Report on delivery against targets as required. |
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| Key liaisons | Membership of Faculty Executive Team Membership of subject TEF Group Membership of relevant University committees/boards and other working groups within Faculty and across faculties/university to promote interdisciplinarity and to support university-wide strategic objectives. |

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| Learning and development requirements and opportunities | Additional academic management skill modules as required via personalised development plan in PDR Academic Leader Development Programme |
| Person specification (essential and desirable) | <p>Professor or Associate Professor in the Education and Research job family or equivalent Clinical role in the Education and Research 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 area (Medical/Business School)</p> <p>Knowledge and experience in a cognate academic area of the Faculty</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> <p>Current clinical registration (Medical School only)</p> |
| Term of office | 5 years, usually ending on 31 July. Renewable subject to satisfactory review (currently Medical School only) |
| Recognition | Deputy PVC FTE 0.6-0.8, as agreed by PVC/Executive Dean. |

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| | <p>Note: Time to be agreed on appointment, to include consideration of contractual hours and other support that can be made available to facilitate this role.</p> <p>A pensionable salary is payable for this role as approved by UEB.</p> |
| Date last reviewed/approved by | March 2022 Director of Human Resources |