Job Description

Job Title: Associate Dean (Research)

Period: Up to three years in the first instance

Reporting to: Dean

Reporting to
Job Holder: None

Overall Purpose:

To be responsible to the Dean for promoting and coordinating research and knowledge transfer activity within the Faculty. To establish and maintain recognition of the Faculty as an international centre of excellence in research and knowledge transfer. To promote and represent the Faculty at University level as required.

Principal Duties:

University Management

- To make an active contribution to the University's corporate goal and strategic aims in research
- To play a full part in institutional activities.
- To represent and promote the interests of the University.

Leadership

- To ensure that appropriate strategies and polices are in place to enable the Faculty to recruit and retain excellent researchers.
- To develop an active research culture that fosters the highest achievements, encourages originality and innovation and enriches the student learning experience.
- In collaboration with the Research and Development Support Office to capture detailed information of all research undertaken in the Faculty and to identify funding and knowledge transfer opportunities.
- To promote research links and engagement within the Faculty, across the University and with external organisations.
- In collaboration with the Research and Development Support Office to evolve strategies to significantly grow the Faculty research income.
- In collaboration with Bath Ventures to ensure that systems are in place to maximise appropriate opportunities for the commercialisation of research.
- To implement University-wide strategies and policies for research and to maximise the impact of research performed within the Faculty.
- To identify new research opportunities that have potential for significant growth and to liaise with departments on associated grant and contract submissions.
- To prepare the Faculty case for University investment in additional capital resources required to grow and develop the research capability.
- To leverage internal peer review mechanisms, to strengthen the quality of the Faculty research base and to nurture environments that promote research at the interface of different disciplines.
- To encourage academics to engage in multi-disciplinary research within the Faculty and, more broadly, across the University and externally with other organisations.
- To disseminate and implement good research practice across the Faculty.
- To increase external collaborative research and knowledge transfer activity regionally, nationally and internationally.
- To work with the Dean and the Heads of Departments to ensure the strongest possible submissions to the Research Excellence Framework.
- To ensure consideration of any issues referred to the Faculty Research Committee by relevant University Committees.
• To formulate Faculty responses to internal and external consultation papers relating to research.
• To take action to achieve the objectives of the Innovation and Enterprise Strategy as appropriate to the role.

**Planning**

• To lead, in liaison with the Heads of Department, in the development of the portfolio of activities across the Faculty.
• To assist the Dean and the Heads of Departments in developing research action plans that align with the University Research Strategy and work with the Faculty Executive to deliver these plans.
• To contribute to the Annual Planning Cycle and the production of the Faculty Plan.

**Governance**

• To ensure that research activities of the Faculty are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
• To chair the Faculty Research Committee and serve on or chair other Committees, Working Parties and Groups of the Faculty as required.
• To represent the Faculty on Committees, Working Parties and Groups of the University as required.

**General**

• To contribute to the management and operations of the Faculty and University by undertaking specific responsibilities as agreed with the Dean.
• To work collaboratively with other Associate Deans and Heads of Department to establish and maintain national and international recognition of the University as a centre of excellence in research and knowledge transfer.
• To undertake any other activities assigned from time to time by the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellor (Research) or the Dean.

**Hours:** The nature of the role is such that the postholder will be provided with a remission of 0.3 from their other academic duties to undertake this role.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties of this role may be changed after consultation with the Vice-Chancellor, the Deputy Vice-Chancellor or the Dean.
PERSON SPECIFICATION

Job Title: Associate Dean (Research)

Selection Criteria

Essential:

- Academic and/or professional qualifications and relevant experience, which reflect the nature of the appointment.
- Experience of winning bids for and successfully managing externally funded activities
- Good interpersonal skills and experience of communicating effectively with a wide variety of stakeholders.
- Effective management and leadership skills appropriate to an HE environment.
- Understanding of the issues involved in successfully integrating high-quality teaching, research, and business development activities within an academic setting.
- Experience of working effectively with external agencies, as appropriate to the role.
- The ability to chair formal and informal meetings;
- The ability to command respect. This will be a combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Faculty

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