Job Description

Job title: Dean of the Faculty of Science

Grade: Senior Manager

Salary: Competitive Salary

Period: The successful candidate will be given a permanent appointment at the University. The appointment of Dean is for up to five years in the first instance

Reporting to: Deputy Vice-Chancellor and Provost

Direct Reports to postholder: Associate Deans
Director of Administration
Faculty Heads of Department

Overall purpose:

The Dean is the academic leader of the Faculty of Science and is responsible for its effective leadership, management and development within the framework of the University's mission and strategic direction.

Reporting to the Deputy Vice-Chancellor and Provost, s/he will be the Faculty’s leading representative in internal University and external business networking, and hold responsibility for developing the Faculty’s stakeholder relationships in a manner which is most likely to lead to the successful development and progress of the Faculty.

The Dean will work with members of the Vice-Chancellor’s team to develop and implement University policy and to progress the University’s long term aims and objectives. As a member of the Executive Committee, the Dean will play a key role in institutional strategic planning and decision-making.

The Faculty of Science comprises six academic departments (Biology & Biochemistry, Chemistry, Computer Science, Mathematical Sciences, Pharmacy & Pharmacology and Physics), the Faculty Office and the Faculty Technical Services.

Principal Duties:

*University Management*

- To make an active contribution to the University’s strategic development.
- To play a full part in institutional activities.
- To represent and promote the interests of the University.
**Academic Leadership**

- To lead, manage and develop the Faculty's focus on the achievement of excellence in teaching and research nationally and internationally.
- To support activities to maximise the economic, social and cultural impact of research, as appropriate.
- To strengthen the Faculty's interdisciplinary links across the University by liaising, on behalf of the Faculty, with other Deans, where appropriate, and Professional Service Heads to initiate and develop taught programmes, research programmes and develop international, national and regional links which span other Institutions and/or Services.
- To encourage the exploitation of Intellectual Property arising from the work of the Faculty.
- To ensure the development and implementation of appropriate Faculty policies.
- To oversee the management and operation of the Faculty.
- To ensure the delivery and ongoing development of the curriculum including cross-Faculty initiatives (in accordance with the quality assurance framework of the University) with responsibility for the development and delivery of appropriate strategies for teaching, learning and assessment.
- To personally maintain an appropriate academic contribution in agreement with the Vice-Chancellor or the Deputy Vice-Chancellor and Provost.

**Financial Management**

- To be responsible for the effective financial management of the Faculty and the effective deployment of resources.
- To promote and ensure effective coordination of Faculty bids for external funding and encourage revenue enhancement through income generation and endowments/gifts.
- To ensure that the Faculty operates within its delegated budgets and that financial and recruitment targets are met.

**Strategic Planning**

- To take responsibility for the development and promotion of a clear sustainable strategic vision for the Faculty's future development.
- To prepare a Faculty Plan which is consistent with the University’s Strategy and, following approval, implement, monitor and review it; Annual Operating Statement; and Policy Statements, and which is based upon sound market research and planning.
- To identify priorities for strategic investment and meet the educational and research needs of business, charities, industry and public services so as to develop additional income streams for the Faculty and the University.

**People Management**

- To lead, manage and ensure the development of all staff of the Faculty, including the determination of arrangements for, and monitoring of, staff development and performance review.
- To advise the Vice-Chancellor on the appointment of Heads of Department and Associate Deans and ensure the effective induction of Heads of Department and Associate Deans.
- To oversee the development of effective mechanisms for the assignment of equitable staff workloads.
- To be responsible for the effective co-ordination and management of the Faculty's support infrastructure, including administrative and technical staff, ensuring that it works in an efficient and effective way in partnership with central professional services.
• To identify staffing needs in the Faculty and ensure that resources are realigned to meet the needs of Faculty Plans prior to seeking approval to fill posts.

**Governance**

• To ensure that the activities of the Faculty are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
• To represent the Faculty as a member of Senate, Court and Convocation and to attend meetings of the Council of the University.
• To represent the Faculty as a member of the University Executive Committee and other Committees, Working Parties and Groups of the University as required.
• To chair the Faculty Board of Studies and chair/serve on other Committees, Working Parties and Groups of the Faculty as required.

**Marketing and Communications**

• To represent and promote the interests of the Faculty within the University and in external arenas both nationally and internationally.
• To develop effective internal and external mechanisms which ensure the provision of effective channels of communication for staff, students and other stakeholders appropriate to an open, consultative institution.

**Physical Resource Management**

• To manage the physical assets of the Faculty, including space allocation.
• To be involved in the management of capital projects in the Faculty.

**Health and Safety**

• To ensure, at the level of the Faculty, the health and safety of staff, students and visitors in accordance with University requirements.

**General**

• To produce management and other reports as required.
• To undertake any other activities assigned from time to time by the Vice-Chancellor or the Deputy Vice-Chancellor and Provost.

In undertaking these responsibilities the Dean will clearly be able to delegate specific functions, but not accountability for them, to other individuals.

**Hours:** This is a full time post. The nature of the post is such that the postholder will be expected to work flexibly and for such reasonable hours as are necessary in order to fulfil the duties and responsibilities of the post.

**Leave:** 26 days per annum plus five University days taken in conjunction with Bank Holidays.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties of this post and the role of the postholder may be changed after consultation with the Vice-Chancellor or the Deputy Vice-Chancellor and Provost.
Person Specification

Job title: Dean of the Faculty of Science

Candidates for the role will be expected to demonstrate evidence of the following knowledge, skills, and attributes:

Essential

- academic and/or professional qualifications and relevant experience, which reflect the senior nature of the appointment;

- proven experience of leadership and management appropriate to a higher education environment;

- ability to successfully lead, motivate and manage multi-skilled staff groups and to build effective teams and networks;

- ability to contribute fully to management and development of the University including an awareness and understanding of key factors currently affecting higher education;

- either a strong track record of research and/or a strong track record of pedagogic or related activities in a discipline appropriate to the work of the Faculty;

- excellent interpersonal skills and experience of communicating effectively with a wide variety of stakeholders;

- the ability to advocate and win buy-in from members of the academic community both within the Faculty and across the University;

- excellent verbal and written communication skills, including negotiation skills, presentation skills, and report writing;

- strong budget management skills;

- ability to manage and develop staff both individually and in teams, including managing performance. Ability to ensure that all staff are performing optimally to meet their department’s, Faculty’s and University’s objectives;

- ability to manage a complex set of resources;

- experience of working effectively with external agencies, as appropriate to the work of the Faculty;

- experience of winning support for and successfully managing externally funded activities;

- ability to chair formal and informal meetings;

- 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.
Desirable

- experience of leadership and management within a higher education context which has involved successful interaction with other disciplines;

- a range of experiences gained through internal and external activities in higher education which raise awareness and understanding of cross institutional and external issues, especially development and quality issues;

- membership of the Higher Education Academy or other appropriate professional body.

November 2015