



Job Description & Person Specification

Post title: Deputy Dean	Post No: 008162
School or Department: School of Arts and Humanities	Date created: October 2020
Grade: Academic Head	Hours per week: 37
Fixed term end date (if applicable): N/A	
Other requirements of the role:	
<p>Immediate line manager: Executive Dean of School.</p> <p>The Deputy Dean is also a member of learning and teaching leadership fora, chaired by the PVC Education and/or the Executive Dean for Learning and Teaching. The Deputy Dean formally represents the School and collaborates with other Deputy Deans, the Executive Dean for Learning and Teaching and the PVC Education to shape and implement the learning and teaching strategy.</p>	
<p>Title & Grade of posts line managed by postholder: School Quality Manager School Learning and Teaching Manager School Inclusivity and Diversity Manager Dotted line responsibility for School Employability Manager</p>	

Job purpose:

- Lead and develop the student academic experience for the School, including continuous improvement of educational provision, processes and systems.
- Contribute to the continued development, growth and financial sustainability of the School's portfolio, supporting new education-related income streams e.g. online/blended learning, apprenticeships and foundation years (in addition to student fees and research income).
- Contribute to the development and delivery of NTU's Strategic Plan and the School's strategic objectives, working with the School Executive, the Executive Dean for Learning and Teaching and PVC Education as required.
- Be an active and engaged member of the School's leadership team, working closely with colleagues within the School and across the University, to ensure the alignment of learning and teaching, research, international and other key agendas.
- Motivate staff to achieve the highest standards in teaching, practice and research.
- To deputise for the Executive Dean of School across all functions when required.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

A) Principal Duties

1. To support the Executive Dean and School Executive in setting, communicating and delivering the University and School strategic plans, particularly with respect to teaching, learning and the student experience.
2. Enable the local implementation of innovations in educational pedagogy including the use of appropriate technology, technical resources and estate in teaching and learning.

3. To support the PVC Education with the strategic leadership of learning and teaching across the University and the development of NTU staff including through the Trent Institute for Learning and Teaching and the implementation of NTU's Learning & Teaching Professional Development Policy.
4. To enhance and oversee School-level quality systems that ensure continuous improvement of all operations in alignment with University and national/international standards as appropriate.
5. Lead the validation of new programmes and continuous improvement initiatives for existing course provision. To be a strategic link with the Centre for Academic Development & Quality and the Academic Office.
6. Lead on professional and international accreditations and coordinate responses to relevant sector consultations.
7. To represent the Executive Dean and School on relevant internal and external committees, networks and working groups.
8. To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students. To support a strong School academic representation system in conjunction with Nottingham Trent Students' Union (NTSU).
9. To lead and develop the student academic experience for the School including proactive management of employability and international opportunities, Office for Students (OfS) targets and Success for All.
10. Take lead responsibility for enhancing student satisfaction including management of survey findings from module evaluation, the National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES).
11. Lead on implementation of student-facing policies (e.g. Student Code of Behaviour, Fitness to Study and Crisis Intervention) and ensure there is appropriate delegated responsibility and authority in these areas, liaising with Professional Services as required. Be a point of contact for escalated student affairs issues and academic appeals.
12. To manage the relationship with the NTU Development and Alumni Relations Office (DARO) e.g. roll-out of the Alumni Fellows programme.
13. Take lead accountability for the School in relation to timetabling and work closely with colleagues to ensure effective workload planning to deliver operational and strategic plans.
14. Contribute to a high performance culture across the School, including motivation, performance management and professional development of direct reports. Proactively coach and mentor staff within the School who hold line management responsibility and support them in the discharge of their duties, including any improving performance cases, absence management and any other people management issues.
15. To promote a culture of inclusivity, in which individuals are respected and valued in line with University policies and ensuring all statutory obligations are met.
16. Contribute to the leadership and delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.
17. Work closely with the Executive Dean, Associate Dean for Research and Heads of Department to identify, create and exploit new opportunities in order to secure additional income streams and new areas of teaching, research, international or commercial activities.
18. To support the Executive Dean in the achievement of financial plans for the School, and to co-ordinate the operational and financial planning and budgetary control for learning and teaching resources including staffing, equipment and estate.
19. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.

20. To maintain own academic standing and authority through teaching, research and scholarly activities. Develop and maintain an external profile. Engage with national and international debates and with professional institutes, practitioner societies and governmental committees.
21. Where appropriate, lead on designated cross-University activity and initiatives.
22. To carry out other duties commensurate with the role as designated by the Executive Dean.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	<p>In depth knowledge of the disciplines within the School of Arts and Humanities.</p> <p>Highly developed knowledge and understanding of public policy relating to learning and teaching in the Higher Education sector in the UK (and internationally if relevant to the field).</p> <p>Knowledge and understanding of university structures, governance and quality management.</p> <p>Well networked within the HE sector.</p> <p>Record of research and/or scholarship in an area of relevance to the School of Arts and Humanities.</p>	<p>Knowledge of innovative pedagogical developments, including learning technologies and digital practice.</p> <p>Knowledge of approaches to the evaluation of learning and teaching and the development and use of impact measures</p>
Skills	<p>Strong interpersonal skills, with the ability to negotiate, liaise and motivate and influence. Excellent communication and presentation skills.</p> <p>Excellent planning and organisational skills. Strategic planning and business development. Ability to analyse, interpret and present complex data and information.</p> <p>Ability to manage and be accountable for budgets.</p> <p>Politically astute.</p> <p>Credibility and integrity in dealing with people at all levels and particularly at a senior level to ensure confidence of ability to lead and support significant projects and initiatives</p>	<p>Project management.</p>
Experience	<p>Successful track record of leadership and senior management in Higher Education.</p> <p>Demonstrable experience of formulating and leading change.</p>	<p>Experience of course leadership and quality management, preferably leading on course development and quality assurance.</p> <p>Experience in commercial activity and income generation.</p>

	<p>Successful experience of leading and managing academic teams. Demonstrable experience of effective performance management and supporting staff development.</p> <p>Proven track record of providing strong leadership and innovation in pedagogy. Experience of handling wider student issues and commitment to enhancing student representation.</p> <p>Experience of having worked at pace in an ambitious environment.</p>	<p>Experience of contribution to national policy development within HE (e.g. around learning and teaching or own discipline area).</p> <p>Research active in one of the research areas relevant to the School.</p>
Qualifications	<p>An appropriately strong combination of academic qualifications and/or relevant professional standing.</p> <p>Senior Fellowship of Higher Education Academy (or successful application within 12 months of appointment).</p> <p>Evidence of continuing professional development and maintaining currency of own learning and teaching practice</p>	<p>HE postgraduate qualification.</p> <p>Membership of and active engagement in the activities of an appropriate professional body.</p>

Competencies

Essential Competencies

Leading and Coaching (Level 4)

Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communicating and Influencing (Level 4)

Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. Incorporates wider political factors into influencing strategy.

Organisation and Delivery (Level 4)

Adopts a long term view and plans resources accordingly. Develops local strategy in support of the University's Strategic Plan and develops resourcing models to underpin implementation.

Making Informed Decisions (Level 4)

Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.

Adaptability (Level 4)

Instigates and leads programmes of strategic change, working in close collaboration with colleagues. Identifies resource implications of strategic developments and manages them accordingly.

Customer Focus (Level 4)

Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.

Entrepreneurial and Commercial Focus (Level 3)

Spots and progresses business opportunities and opportunities for collaborative working externally and internally.

Job Description and Person Specification created by:

Angela Brown, Executive Dean, School of Arts and Humanities