

Associate Dean - School of Medicine & Dentistry - Grade Management

Job Description

Purpose

Provide strong, accountable management and leadership to support the Dean in realising the vision and objectives of the School by:

- Providing subject leadership to ensure strong direction and management of colleagues and student success.
- Initiating and influencing the delivery of School activities relating to students and teaching, widening participation, business development, research, knowledge exchange and public engagement.
- Providing collaborative leadership and shaping a culture of success reflective of the University's values and committed to the achievement of its strategic goals.
- Providing assurance for initiatives designed to enhance the student experience.

Critical Responsibilities aligned to Innovation:

The Associate Dean for Innovation is a senior leadership role within the School of Medicine and Dentistry, responsible for driving and leading the design and implementation of innovation in teaching, assessment and research. This role involves ensuring the adoption of cutting-edge, evidence-based educational practices and technologies to enhance the school's educational offerings both to enhance the student experience and to ensure that our learners, whether undergraduates or professionals undertaking higher qualifications or CPD activities, are equipped with the skills and knowledge they need to perform effectively in tomorrow's healthcare environment.

- 1) Support the Dean of School in ensuring the achievement of strategic objectives and driving innovation across all areas of School activity.
- 2) Introduce and augment innovative teaching methods such as simulation and the use of emerging technologies in Healthcare to the School
- 3) As a content expert, seek out and assess innovative technologies and processes which the School could adopt, adapt or improve to increase its efficacy/effectiveness and/or efficiency.
- 4) Work collaboratively and sensitively with other senior team members responsible for students and teaching to implement innovative strategies to improve the student experience and our students' performance.
- 5) Develop and promote projects that focus on research and knowledge exchange with a focus on innovation and the dissemination of best practices.
- 6) Provide leadership for colleagues across the School encouraging and supporting them to develop innovations in their own working practices and specialist areas.
- 7) Work in close collaboration with strategic partners to deliver positive outcomes against strategic objectives relating to innovative interprofessional education and research initiatives and enhance the School's impact on healthcare education and practice;

- 8) Mentor and support colleagues to encourage the adoption of innovative teaching practices and the use of new technologies in education.

Duties

1. Play a key role in the creation and articulation of a shared vision for the School, consistent with maintaining excellence in teaching and learning, research and knowledge exchange.
2. Work collaboratively with the Dean and other Associate Deans in the School to ensure a comprehensive and appropriate spread of leadership and management is in place that caters to the needs of the business.
3. Foster the advancement and implementation of plans for the achievement of School objectives with regards to the student experience, learning and teaching, research, and knowledge transfer, underpinned by effective and efficient workload management and utilisation of budgeted resources.
4. Manage, mentor and support academic colleagues within the School maximising potential and engagement with School objectives.
5. Lead cohesive staffing teams to maintain an accessible, inclusive, and quality learning environment for students which enhances their experience and maximises their potential.
6. Have oversight for ensuring the effective delivery of the curriculum and strategic School projects aligned to the development of courses, research, and knowledge exchange.
7. Ensure the delivery of targeted interventions and activities designed to maximise student recruitment, retention, and achievement.
8. Promote a culture of respect, inclusion and cooperation in all areas and activities of the School encompassing consultation, decision-making and effective communication with colleagues and the student body.
9. Establish and foster collaborative, cooperative and productive relationships with other academic areas and professional services, communicating effectively to ensure lines of authority and accountability are maintained.
10. Work closely with PVCs to ensure their expectations and requirements are met.
11. Provide line management
12. Provide assurance regarding all statutory and compliance obligations.
13. Represent the School on University-wide initiatives and within the external community as appropriate.
14. Undertaking any other activities as determined by the Dean or PVC.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of managing and co-ordinating resources and working with regulatory processes and governance systems (Application/Interview).

- Understanding of the sector, its current issues, priorities and challenges and their relevance to the cultural context of the School (Application/Interview).
- Experience of building and sustaining internal and external relationships (Application/Interview).
- Ability to lead a change agenda and to embrace new ways of working (Application/Interview).
- Experience of cross-University collaboration in the delivery of new initiatives (Application/Interview).
- MBBS and registration with the General Medical Council (Application).
- Holds or would qualify for Fellowship of the Higher Education Academy (FHEA) or equivalent (Application).
- Evidence of relevant continued professional development (Application).
- Ability to think strategically and use an evidence-based approach to develop and deliver strategic plans (Application/Interview)
- Ability to utilise leadership and a coaching style to create a high performing team (Application/Interview)
- Personal credibility with proven ability to develop creative and innovative solutions (Application/Interview).
- Excellent interpersonal and communication skills, commanding confidence, and trust with a range of internal and external stakeholders (Application/Interview)
- Evidenced delivery of the diversity agenda and inclusive learning (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Evidence of change management or significant project leadership (Application/Interview).
- On the Specialist Register or the General Practice Register of the General Medical Council (GMC). (Application)
- A higher degree in Education or Senior Fellowship of the Higher Education Academy (SFHEA) or equivalent (Application).
- Development of strategic plans using an evidence-based approach (Application/Interview).
- Credible and well-respected by peers as evidenced by professional networks and involvement with outside bodies (Application/Interview).
- An academic track record relevant to the School's area of expertise (Application/Interview).