

## Associate Dean – School of Medicine & Dentistry – Grade - Management

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### 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 Business Development:**

- Support the Dean of School in ensuring the achievement of strategic objectives with regards to business development planning, international development and delivery, domestic and international partnerships.
- Ensure the quality of the design, content and delivery of the School curriculum and maintain the currency of the portfolio by facilitating the development of new and existing courses that are challenging, cognisant of changing markets and supportive of enterprise and employability. Continuously evaluate the efficiency of existing courses to recommend timely withdrawal or amendment where appropriate.
- Working in close collaboration with strategic partners across External Relations to deliver positive outcomes against strategic objectives relating to business development, reflective of such metrics as recruitment, graduate outcomes, and internationalisation.
- Mentor and support colleagues in the maximisation of business opportunities and generation of engagement with business growth initiatives, embedding an inclusive culture of excellence in business development.

#### **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 as determined by Dean of School.
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).
- Doctorate / Higher Degree or equivalent professional qualifications / experience (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).
- Self-confident and resilient (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).
- Membership of professional body (Application).
- Fellowship of the HEA (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).