

Job Title	Associate Dean (Research, Innovation and Enterprise)
Faculty/ School/Department	
Grade	MA6
Version number	v 1.0
Date	February 2022
Responsible to:	Faculty PVC/Executive Dean
Responsible for:	N/a

Job Purpose

The University regards the Associate Dean Research, Innovation and Enterprise (AD RIE) as key to the successful delivery of the faculty's contribution to the mission and objectives identified in the University's Strategy 2025 and related strategic plans for research, innovation and enterprise.

Reporting to the Faculty PVC/Executive Dean, and with a dotted line to the DVC Research, Innovation and Enterprise, the AD (RIE) will provide strong, dynamic and inspirational leadership for the Faculty, enabling it to contribute to the achievement of the University's mission to be the both the University for Birmingham, and a University with a global reputation for education and research.

The AD (RIE) will be responsible for creating and sustaining a high-quality, supportive, and inclusive environment which empowers the development of researchers and the delivery of excellent research including doctoral research students, and that also encourages and supports staff to undertake Knowledge Exchange, consultancy, non-credit bearing CPD and other enterprise activities. The AD (RIE) will ensure that the wider body of research, KE and enterprise activity undertaken within the faculty delivers positive impacts for external stakeholders and underpins learning and teaching for students on taught programmes.

Main activities and responsibilities

1. Provide strategic leadership of Research and Enterprise across the Faculty, working with Faculty and University senior managers and teams to deliver research and enterprise outcomes in line with agreed strategic objectives.
2. Membership of the University's Research and Enterprise Committees; chairing the Faculty's Research and Enterprise Committees, and membership of the Faculty Executive Group.
3. Create and sustain a high-quality and inclusive research environment, which empowers the development of researchers; supports the conduct of excellent research and which fully meets the expectations of the UUK Concordat to Support Research Integrity, Research England and UKRI.
4. Contribute to the University's submission to the Research Excellence Framework through encouraging the creation of high-quality research outputs that meet open-access requirements and pro-active encouragement of researchers to engage with research-users in the private, public and third sector to achieve impact of all types from excellent research
5. Ensure a high quality of doctoral education, through oversight of the faculty's postgraduate research student life cycle from application to award and ensuring this meets the requirements of the QAA UK Quality Code for Research Degrees, the Office for Students and UKRI expectations for doctoral training.

6. Advise and support Unit of Assessment (UoA) leads on the recruitment and development of new researchers and ensuring they deliver high-quality research to underpin the faculty's contribution to the Research Excellence Framework.
7. Create and sustain a high-quality, supportive, and inclusive environment which encourages and supports staff to undertake Knowledge Exchange, consultancy, non-credit bearing CPD and other enterprise activities.
8. Work with the Faculty PVC/Executive Dean and other Senior Managers in the Faculty to agree a strategic direction that is in line with the University's Strategic Plans for research and enterprise
9. Create and update the research and enterprise components of the Faculty Development Plan to include the setting of targets for research and enterprise performance, including research and enterprise income.
10. Ensure the Faculty delivers against research grant and contracts income targets specified in the University's Research Strategy and the enterprise income targets specified in the Innovation and Enterprise strategy.
11. Work with the Faculty PVC/Executive Dean and other senior managers to monitor performance against targets for research and enterprise and work with them to address under performance against those targets.
12. Work with Heads of School to devise and deliver Faculty work allocations to support and extend research and enterprise activity undertaken by academic and research staff.
13. Identify, create, and facilitate opportunities for staff to be involved in cross-University research and enterprise activities, external projects, events and working groups.
14. Network nationally and internationally to represent the faculty and the University to facilitate new research collaborations, secure research grant and contract income and generate new enterprise activities.
15. Develop and sustain close relationships with employers, external agencies, key stakeholders and other providers and act as an effective ambassador for the University in a range of external settings ensuring that, always the University is portrayed positively, and its reputation is enhanced.
16. Lead specific initiatives and projects within the Faculty as agreed with the Faculty PVC/Executive Dean and contribute to the strategic and operational development of the University through undertaking cross-University projects and initiatives identified by the Vice Chancellor's Office (VCO), Deputy Vice-Chancellor (RIE) or Faculty PVC/Executive Dean.
17. Provide leadership and management to specific staff as defined by the role and any other staff as agreed with the Faculty PVC/Executive Dean, including the setting of objectives, performance management and review.
18. Plan, monitor, and effectively manage any devolved budgets for research and enterprise.
19. Accountable for good governance of the faculty's research activities, ensuring the expectations of the UUK Concordat to Support Research Integrity are fully met and that the terms and conditions of research funders are fully complied with.
20. Liaise, co-operate, collaborate, and communicate effectively with colleagues both within the faculty and the wider University including central and professional service functions and to share good practice, innovate and improve performance to create a culture of continuous quality enhancement within the Faculty.
21. Undertake any other duties as appropriate to the role and agreed with the Faculty PVC/Executive Dean including deputising for the Faculty PVC/Executive Dean as required.

Additional Key Requirements:

Managing people and resources

Provide leadership to the faculty's research community.
Make a leading contribution to university research targets and future REF performance.
Lead and manage own projects with overall responsibility for the organising and deployment of resources within own areas of responsibility.
Undertake regular appraisal reviews of staff as appropriate, ensuring clear performance expectations and supporting personal development plans are agreed, as well as encouraging the continuous professional development of staff within area of responsibility.
Manage devolved budgets for research.

Communication

Create and maintain strong and influential working relationships at all levels within the University and externally.
Act as a spokesperson and representative of the University within key external networks.
Build networks of influential external contacts to advance the University's research and enterprise profile
Be routinely involved in complex and important negotiations internally and with external bodies.

Teamwork and collaborative working

Work with the Faculty PVC/Executive Dean to develop and communicate a clear vision of the Faculty's strategic direction.
Ensure the delivery of Faculty plans underpinning the University strategy for research and enterprise.
Develop and lead major external partnerships and collaborations and foster interdisciplinary team working.
Promote a collegiate approach and develop team spirit and team coherence.

Initiative, problem solving and decision making

Supporting the Faculty PVC/Executive Dean to determine and manage the allocation of resources for research and enterprise within the Faculty.
As a member of the Faculty's Senior Team make strategic decisions on Faculty plans and objectives
Contribute to the strategic direction of the University through participation in University Committees etc.
Lead the development of new and creative approaches to achieve strategic goals.
Initiate new and original solutions to problems.

Work environment

Exercise overall responsibility for health and safety in own areas of responsibility.
Ensure that appropriate risk management processes are operational.

Person Specification

1. Proven ability to provide clear and effective leadership to the faculty, promoting a sense of collegiality, team working, collaboration and ambition, encouraging productivity to ensure that the key aims, and objectives of the University's various relevant strategies are embedded and realised within the Faculty in a coherent and consistent way.
2. Sustained record of effective strategic leadership in a research portfolio, student supervision and contract success.
3. Extensive leadership and management experience in an academic or commercial environment, including experience of successful development, management and delivery of relevant international collaborative and franchised programmes.
4. Successful track record of providing strategic and visionary direction in the development of research projects and/or enterprise and a good knowledge and awareness of the different opportunities related to research.

5. Ongoing engagement in continuing professional development in subject / discipline and in pedagogy, incorporating research, scholarship and/or the evaluation of professional practices. Successful co-ordination, support, supervision management and/or mentoring of others (whether individuals and/or teams) in relation to research, innovation or enterprise.
6. Knowledge and awareness of the broad context of research in Higher Education and government policy in the UK and the current and forthcoming challenges and opportunities it presents, including experience and understanding of QAA requirements.
7. Significant experience of people management, budgetary control, curriculum and programme development and allocation of resources
8. Commitment to a strong and robust inclusion, equality and diversity agenda in all aspects of research, innovation or enterprise.
9. Strong interpersonal, communication and team working skills.
10. Ability to contribute and potentially lead other University wide projects as appropriate.
11. A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required.

Professional Status

12. Doctoral level qualification in a relevant or cognate discipline is not essential, but is desirable.
13. Principal Fellowship under the Advance HE's UK Professional Standards Framework (PSF) is not essential, but is desirable.
14. Professorial status, or the eligibility to be awarded professorial status upon appointment is not essential, but is desirable.
15. Research active, and research engaged with evidence of external contribution to discipline and knowledge creation.

In addition, the following specialist expertise, skills and experience is desirable:

16. Experience of successful interaction between Higher Education industry or commerce, research and professional bodies.
17. Experience of successful income generation.
18. Scholarship and publication in a relevant area.
19. Ability to be an articulate advocate for the Faculty and able to promote and protect its interests.
20. Evidence of ability to create and sustain a Faculty research culture.
21. Successful engagement in the design and delivery of continuing professional development in relation to research, innovation, enterprise and related academic or professional practice.

Special requirements

Able to undertake duties at different premises including any University campus as required. National and international travel will be necessary from in order to attend conferences and events and effectively represent the University in key professional networks. Expected to work outside of normal office hours as required. All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of the subject area.

Expectations of all staff

Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values. In addition, Associate Deans are expected to be an active ambassador for the University and proactively identify ways to enhance the University's collective reputation.

Equal Opportunities

At Birmingham City University we are proud to be an equal opportunities employer. All staff are expected to understand and enact the University's commitment to ensuring equality, diversity and inclusion in our employment practice and in all that we do. This commitment is enshrined in our Core Values and is detailed in our Equality, Diversity and Inclusion in Employment Policy. The University values and celebrates the diversity of our staff and students; we welcome people from the many different backgrounds and life experiences that reflect the students and the citizens we serve. We are committed to equality of opportunity for all staff and actively encourage unique contributions, in particular from under-represented groups in respect of age, disability, sex, gender or gender identity, ethnicity, race, religion or belief, sexual orientation or transgender status.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.