

Job Title	Deputy Dean
Faculty/ School/Department	
Grade	MA7
Version number	v 1.0
Date	February 2022
Responsible to:	Faculty PVC/Executive Dean
Responsible for:	Faculty Heads of School (who will have a dotted reporting line to Faculty PVC/ Executive Dean)

Job Purpose

The University regards the Deputy Dean as key to the successful delivery of the faculty's contribution to the mission and objectives of the University and to the delivery of the University's Strategy 2025, and related strategic plans.

Reporting to the Faculty PVC/Executive Dean, and with a dotted line to the DVC (Academic), and DVC (Resources), the Deputy Dean will provide strong and inspirational leadership for the faculty, ensuring it contributes to the achievement of the University's mission to be the both the University for Birmingham, and a university with a global reputation for high quality education and research.

The Deputy Dean will also work as appropriate with the DVC (Research, Innovation and Enterprise), and the PVC (Learning and Teaching) to deliver against the University strategy and supporting plans, supporting matrix working and inclusion, equality and diversity.

The Deputy Dean will provide strategic and operational support and appropriate leadership and management within the faculty as directed by the Faculty PVC/Executive Dean. Working with the Associate Deans, Heads of Schools, and with other members of the Faculty Senior Team the Deputy Dean will operationalise strategic objectives, in order to enhance student and staff experiences, and ensuring successful implementation and impact of the Faculty Business Plan.

Main activities and responsibilities

1. Provide day-to-day operational leadership of the faculty in close liaison with the Faculty PVC/Executive Dean.
2. Formulate, with faculty colleagues, operational plans which support the delivery of strategic objectives and key performance indicators for the Faculty.
3. Manage with the Faculty PVC/Executive Dean the alignment, connections and relationship between the Associate Deans and the Heads of School to create a high achieving and successful culture and academic faculty team
4. Support the Faculty PVC/Executive Dean in the achievement of financial plans for the Faculty, including the operational and financial planning and budgetary control for resources, including staffing and equipment. (The Faculty PVC/Executive Dean will have ultimate responsibility and authority for this.)
5. Provide leadership and management to the Faculty Heads of School and any other staff as agreed with the Faculty PVC/Executive Dean, including the setting of objectives, performance management and review.
6. Oversee the Faculty's portfolio offer, and curriculum development, identifying trends in student demands, anticipating emerging requirements and ensuring the promotion of employability, enterprise and inclusion across programmes.

7. Lead on the student recruitment strategy for the Faculty, in association with relevant central services, including target setting and their delivery in line with University Strategy and KPIs.
8. Provide oversight of international student recruitment, working with the International Office to attract overseas students to meet student recruitment targets, and with the Apprenticeship and Partnership Unit to deliver high quality partnership activity at home and overseas.
9. Responsible for Faculty leadership on branding and marketing, working closely with the Marketing and Communications professional service department to achieve student recruitment targets.
10. Work with the Faculty Senior Team to drive forward the provision of an excellent student experience across the Faculty, overseeing the delivery and evaluation of the faculty's Access and Participation Plan (APP).
11. Play a leading role in the validation of new programmes and continuous improvement initiatives for existing course provision across the faculty. Be a strategic link with Learning Enhancement for Quality issues.
12. Embed a culture of continuous improvement and innovation within the faculty, proactively seeking opportunities to innovate across the spectrum of learning and teaching, including the use of digital technologies, research, and academic enterprise.
13. Strengthen research links between teams and the wider University, encouraging interdisciplinary research initiatives, including STEAM, and enabling research informed research and enterprise activity that impacts positively on student learning.
14. Provide strong leadership to academics within the faculty developing a culture of ownership and accountability and maximizing people potential.
15. Ensure appropriate allocation of workloads within the faculty, developing and embedding appropriate utilisation of the University's academic workload planning processes/tools and the associated management information outputs.
16. Work closely with the Faculty PVC/Executive Dean and Heads of School to identify, create and exploit new opportunities in order to secure additional income streams and new areas of teaching, research, international or commercial activities.
17. Maintain own academic standing and authority as appropriate, through teaching, research and scholarly activities, and maintain an external profile. Engage with relevant national and international debates and with professional institutes, practitioner societies and governmental committees.
18. Represent the Faculty on relevant internal and external committees, networks and working groups, chairing these meetings where appropriate.
19. Support and facilitate communication channels across the faculty for both staff and students.
20. Where appropriate, lead on designated cross-University activity and initiatives.
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 and management to the Faculty's Heads of School.

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.

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.

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.

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 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 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 academic practice and academic development as a key contribution to a high-quality student learning experience.
3. Sound knowledge and understanding of the changing regulatory environment including OfS, DfE, HO, UKVI, EPAS, Ofsted and their implications for quality assurance and quality enhancement for academic and professional practice. In addition, experience and understanding of other relevant professional, statutory and regulatory body requirements is essential.
4. Extensive knowledge and understanding of appropriate methods for teaching, learning and assessment; how students learn; the use and value of appropriate learning technologies; employability; student satisfaction and engagement; and methods for evaluating the effectiveness of teaching
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).

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.
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 teaching, education and the student experience.
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 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. External examining experience.
18. Involvement with external quality assurance agencies.
19. Successful incorporation of subject and/or pedagogic research as part of an integrated approach to academic practice.
20. Experience of working with collaborative, validated and franchised programmes.
21. Successful engagement in the design and delivery of continuing professional development in relation to teaching, learning, assessment, scholarship 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.