

<b>Dean of School - School of Arts and Creative Industries</b>	
<b>Role Description</b>	

<b>Grade &amp; Salary:</b>	Dean, member of Senior Leadership Team
<b>Campus Location:</b>	Merchiston Campus, although travel to all campus sites as required is necessary
<b>Line Manager:</b>	Vice Principal of Learning and Teaching
<b>Line Management Responsibility for:</b>	Leader of the School of Arts and Creative Industries (approx. 137 staff) and direct line manager for the School Leadership Team
<b>Role Summary:</b>	<p>The Dean will be an outstanding leader in their field, with a strong academic and/or professional profile that is relevant to the School's subject disciplines.</p> <p>The Dean will provide strategic leadership in the growth and development of the School of Arts and Creative Industries. They will play a key role in ensuring the University achieves its strategy for 2020 and beyond. The University is currently in the process of finalising the development of the new strategy, it is clear that it will seek to build on the Strategy 2020 journey and remain true to our essence as an applied, relevant, inclusive and international University.</p> <p>The Dean should seek to maintain and expand working relationships with partners as well as identify commercial opportunities for growth and income. As the University places high importance on building and maintaining collaborative and enterprising links with industry and practice, the Dean will have responsibility for encouraging all staff to have broad networks and utilise these to drive innovation.</p> <p>The Dean will work to raise the academic and professional standing of the School by leading and supporting the delivery of high-quality research, scholarly activity and professional practice undertaken by staff in the School. The Dean will have responsibility for attracting, developing and retaining academics that are renowned in their field and also for growing the existing research and professional activities that underpin the disciplines so that the School has a strong academic standing both nationally and internationally.</p> <p>The Dean must ensure that all students have an excellent experience while they study with Edinburgh Napier and beyond. All students should receive excellent teaching and quality feedback from supportive academics to ensure every student achieves their potential. Regular feedback and evaluation is vital to ensure that the School is motivated to make constant improvements.</p> <p>The Dean will be responsible for ensuring that the School can continue to invest in the latest resources and provide the best experience for students, growing School income through research, partnerships and international teaching.</p>

## **Main Duties and Responsibilities**

### **Provide outstanding academic and personal leadership to the School through:**

- the creation and articulation of a coherent and compelling vision, strategy and plan of delivery;
- the attraction, management and retention of talent to achieve academic excellence, supported by internal performance and development processes, together with clear development and succession plans;
- plans that engage and motivate staff, associates and stakeholders to deliver activities in support of the vision;
- role modelling a range of leadership behaviours, enabling academic leadership development opportunities thus inspiring all staff and associates in the highest standards of research, teaching and learning;
- enhancing the range of disciplines and subjects represented in the School;
- exceptional communication skills and an ability to inspire, develop and manage School performance across all levels;
- building leadership capability, research profiles and academic reputation as required across staff;
- representing and promoting the School and University in a wide range of internal and external contexts across relevant and emerging industry sectors;
- the motivation and engagement of staff and demonstration of effective leadership in upholding the University's values;
- regular opportunities for effective team working and positive staff engagement in all activities;
- measurable objectives for all staff which link to the School plans and provide clear opportunities for school performance, personal and professional growth.

### **Ensure the effective operational management of the School ensuring consistency and compliance with University policy and process, and ensure:**

- that the School operates commercially and utilises resources effectively;
- effective operational plans exist for delegation and clear lines of accountability within the School;
- financial forecasting and planning to deliver strategic targets;
- delivery and measurement of the quality of student experience within the School;
- effective and efficient engagement with University policy and governance.

### **Develop a commercial strategy and associated financial and operational plans in partnership with staff by:**

- ensuring staff have clear measurable targets and associated measurements associated to commercial targets;
- identifying and pursuing external funding and income generating activities for the School through varied avenues across sector, funding and commercial markets;
- leading school planning appropriately to achieve domestic and international student recruitment and retention targets.

### **Manage and develop the School's academic portfolio, and contribute to the development of the wider University academic portfolio through:**

- accountability for the delivery of undergraduate, postgraduate and CPD programmes with respect to cost, quality, retention and other measurable targets, wherever delivered;
- demonstrating a detailed commercial understanding of external market trends (UK and beyond) for courses and programmes;
- consistently reviewing and identifying opportunities to refresh and ensure ongoing strength of performance within undergraduate programmes and develop new post-graduate programmes;
- supporting academic development of staff to ensure excellence throughout delivery of the portfolio

**Deliver the University agenda for academic growth by:**

- ensuring the achievement of an excellent student experience across all programmes delivered in the School;
- working in conjunction with colleagues across the University, ensuring the academic portfolio matches demand and delivers strategic targets;
- driving the growth of research, public engagement and enterprise;
- developing the capacity for research degree supervision amongst the academic staff of the School ensuring that efficient processes are in place for maintaining academic integrity and enhancing academic quality.

**Essential Criteria****Education/Qualification:**

- PhD or Equivalent in relevant field;
- Relevant professional memberships.
- Meets associate professor or professorial criteria, or equivalent professional standing, in line with our [Academic Leadership Framework](#) in any pathway

**Skills and Experience**

- Academic leadership at a senior level in a setting that is comparable in scale and complexity;
- Significant experience at a senior leadership level, with a clear vision and the ability to engage others in that vision;
- Strong academic record or equivalent professional standing, with a widely-recognised expertise and authority in your subject discipline
- Significant experience to think and plan strategically, articulate priorities and deliver change positively in a complex environment to achieve results;
- Ability to be creative and innovative in devising solutions;
- Extensive experience of managing staff resources and performance;
- Operates professionally, collectively and collaboratively within teams, inspiring others;
- Evidence of building and maintaining stakeholder relationships and partnerships between education providers and with industry partners;
- Proactively engages with all staff in a visible and meaningful way to lead from the front and inspire all within the school.

**Desirable Criteria****Education/Qualification:**

- Academic Research Profile;
- Evidence of relevant research outputs;

**Skills and Experience**

- Experience of managing a similar sized department with diverse disciplines;
- Experience of managing staff to ensure demonstrable improvements in income, quality, student experience and research outputs;
- Significant experience of leading cultural change;
- Evidence of ability to generate academic growth through partnership and collaboration, specifically including international development;
- Evidence of ability to lead significant curriculum change;
- Ability to travel internationally occasionally when required;
- Ability to deliver demonstrable improvements in educational performance, research, student numbers and programme development.