

JOB DESCRIPTION (GENERIC): Faculty PVC & Executive Dean

Date: 10 March 2022

<p>Main purpose of job</p>	<p>The PVC/Executive Dean is a full member of the University's Executive Board and will play a key part in the continued success of the University. They share collective responsibility for the development and achievement of University Strategy and associated plans.</p> <p>The PVC/Executive Dean is accountable for the achievement of the University's objectives and KPIs in relation to research, education, global and regional engagement for their Faculty. They are responsible for the strategic vision development and operation of the Faculty's education, research, global engagement, and business engagement through the effective leadership of staff and management of resources in pursuit of the strategic goals of both the University and the Faculty. The PVC/Executive Dean has accountability for ensuring that their Faculty achieves its academic and financial objectives.</p> <p>Each PVC/Executive Dean has executive responsibility in relation to the development and implementation of one of three strategic cross-institutional themes (Wellbeing, Sustainability and Inclusivity).</p>
<p>Reporting to</p>	<p>The Provost</p>
<p>Responsible for (people)</p>	<p>Associate PVCs (Education, Research & Impact, Global Engagement, Business & Regional Engagement) Deputy PVCs Deputy PVC and Dean (where appointed)</p> <ul style="list-style-type: none"> • Director of Faculty Operations (jointly with the Deputy Registrar & Executive Divisional Director of EAS) <p>Institute Directors</p>
<p>Main duties and accountabilities</p>	<p>As Executive Dean</p>
<p>1</p>	<p>Provide strategic and academic leadership, vision and direction to the Faculty, developing and delivering effective strategies that are aligned with the University's overarching strategy.</p>
<p>2</p>	<p>Take responsibility and accountability for the overall performance of the Faculty through effective planning, budgetary and staffing processes, monitoring performance against plans, working in collaboration with professional services in the University.</p>
<p>3</p>	<p>Act as executive sponsor to relevant projects and University ventures and work collaboratively with all parts of the University and particularly other PVCs and Institute Directors, to promote and deliver interdisciplinary academic excellence.</p>
<p>4</p>	<p>Responsible for the effective line management of the Associate PVCs, Deputy PVCs, Deputy PVC & Dean, Director of Faculty Operations, and Institute Directors supporting them by:</p> <ol style="list-style-type: none"> i. anticipating, initiating and managing change with clarity, vision and a commitment to staff wellbeing,

	<ul style="list-style-type: none"> ii. ensuring good practice in the management of staff performance, iii. embedding a commitment to professional development at every level iv. embedding a commitment to inclusion at every level
5	Champion the University's values of discovery, respect, excellence, inclusion and community, ensuring they are visibly progressed and embedded in the Faculty, whilst promoting a sense of collegiality, ambition and drive, encouraging productivity and creativity
6	Champion and deliver excellence in research, innovation and impact. Working in collaboration with the DVC for Research & Impact and through the Associate PVC for Research & Impact, to ensure that the Faculty's research strategy promotes excellence, interdisciplinarity and growth of research funding and supports the delivery of the University's Research Strategy.
7	Champion and deliver innovation and excellence in student education. Working in collaboration with the DVC Education and DVC Digital Innovation, and through the Associate PVC for Education, to drive market-led programmes and a faculty wide commitment to the University's education and global strategies. Ensuring that the benefits of digital and other resources are maximised to support learning, with a focus on student experience and measurable outcomes.
8	Champion and deliver excellence in enterprise and partnership. Working in collaboration with the DVC for Business & Regional Engagement and through the Associate PVC for Business & Regional Engagement to achieve growth in the quality and scale of our business engagement activities. Ensuring that the Faculty's partnerships and enterprise strategy fully represents the faculty's interests and activities with external partners and organisations, and is aligned with the University's 2030 Strategy.
9	Champion and deliver the global strategy and objectives. Working through the Associate PVC for Global Engagement, the Deputy PVCs and Departments, support engagement in building a strong international profile for the Faculty, promoting its reputation and impact, and championing both international student recruitment and philanthropy.
10	Accountable for Health and Safety within the Faculty and for ensuring the well-being of its staff.
11	Promote and deliver targets on environmental sustainability that contribute to the University climate and environment emergency goals.
	As Pro Vice Chancellor
12	As a full member of UEB, share collective responsibility and accountability for the performance of the University and the development and delivery of University strategies. Working in partnership with the Deputy Vice-Chancellors and the other PVCs to deliver the University's academic strategies; actively role model the University's expected leadership values and behaviours, promoting a culture of equality and inclusion; represent the University nationally and internationally to enhance our external profile and generate benefits for the University as a whole.
13	Provide institutional leadership for one of three strategic cross-institutional themes (Wellbeing, Sustainability and Inclusivity) and

	oversee the key areas of activity integral to the achievement of the University's objectives in this area, facilitating and developing strong relationships with stakeholders within the University and wider.
14	Play a full role in the executive functions of the University, representing the University in appropriate governance, ceremonial, official and other duties as required.
15	Report on delivery against targets as required.
Key liaisons	Membership of UEB Membership of PAG Membership of Senate Membership of other working groups within Faculty and across faculties/university to promote interdisciplinarity and to support university-wide strategic objectives.
Learning and development requirements and opportunities	Senior Leadership Development Programmes
Person specification (essential and desirable)	<p>Significant experience as a Professor and at a senior leadership level, with a clear vision for education and research and the ability to engage others in that vision;</p> <p>Significant experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change;</p> <p>Awareness of political issues and higher education regulation with proven ability to operate effectively within these different environments;</p> <p>Significant creativity and vision and the willingness to suggest and try new and creative approaches to problems;</p> <p>Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally;</p> <p>A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity;</p> <p>Ability to delegate, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork</p> <p>Success in delivering results at a senior level, effectively managing people, finances, and other resources to achieve these</p> <p>Sufficient knowledge and experience in a cognate academic area of the Faculty and an ability to operate across a wide subject portfolio.</p>
Term of office	Five years, as set out in Ordinance 28, comprising an initial term of three years, renewable to five, subject to satisfactory review
Recognition	Executive Performance Reward Scheme for UEB A pensionable salary is payable for this role as approved by the Remuneration Committee.
Date last reviewed/approved by	March 2022