

Person Specification

Post Title: Associate Dean		Post No: L0095
Organisation Unit: Nottingham Law School		
Grade: Academic Heads		Date Compiled: February 2012
Attributes	Essential *	Desirable
Knowledge	<p>In depth knowledge and understanding of current developments in teaching, research and the management of Law in higher education and in professional legal education.</p> <p>High level knowledge and understanding of current developments in the legal profession and in particular training for the legal profession.</p> <p>Extensive command of Quality Improvement methods.</p> <p>Command of business improvement methods.</p>	<p>Understanding of the strategic aims and values of Nottingham Law School and Nottingham Trent University.</p>
Skills	<p>Excellent planning and organisational skills.</p> <p>Excellent strategic planning and business development skills.</p> <p>Excellent analytical skills.</p> <p>Strong influencing and persuasion skills.</p> <p>Excellent communication and presentation skills.</p> <p>Effective organisational skills.</p>	

<p>Experience</p>	<p>Successful track record of leadership and senior management in Law Schools or similar environment.</p> <p>Successful experience of leading academic or similar teams.</p> <p>Successful experience of formulating and leading change.</p> <p>Successful experience of performance management and monitoring against agreed targets.</p> <p>Demonstrable track record of team development.</p> <p>Proven track record of having developed and improved effective business and academic quality processes.</p>	
<p>Qualifications</p>	<p>A good honours degree in Law with a professional qualification <i>normally</i> as a solicitor or barrister or equivalent or a higher degree in Law.</p>	<p>Membership of and active engagement in the activities of an appropriate professional body.</p> <p>Relevant professional qualification.</p> <p>Academic publications relevant to the post.</p> <p>PhD or equivalent.</p>

Attributes	Essential *		Desirable	
Competencies	COMPETENCY	LEVEL	COMPETENCY	LEVEL
	<p>Communicating and influencing</p> <p>Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p>	3	<p>Customer focus</p> <p>Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.</p>	3
	<p>Leading and Coaching</p> <p>Is visible and publicly champions initiatives to provide direction. Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly reviews performance of self and others.</p>	3	<p>Adaptability</p> <p>Embraces and manages change. Seeks opportunities for change, supporting colleagues in implementing new ways of working, effectively and supportively communicating the rationale for change.</p>	3
	<p>Entrepreneurial and Commercial focus</p> <p>Spots and progresses business opportunities and opportunities for collaborative working externally and internally. Challenges assumptions and the status quo in order to enhance competitive advantage. Tracks competitor activity.</p>	3		
	<p>Organisation and delivery</p> <p>Adopts a long term view and plans resources accordingly. Develops local strategy in support of the Strategic Plan and develops resourcing models to underpin implementation.</p>	4		

Person Specification drawn up by:	Professor Andrea Nollent	17 February 2012
Approved for department by:	Rob Squirrell	17 February 2012

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK**

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