

Job Description

Post title: Associate Dean	Post No: D1039
Organisation Unit: School of Art & Design	Date compiled: October 2012
Grade: Academic Heads	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: N/A	
Immediate line manager: Dean of School of Art & Design	
Designation and grade of any staff supervised by the postholder: 1 School Quality and Standards Manager, 1 Learning and Teaching Co-ordinator	
Job purpose: Responsible for: <ul style="list-style-type: none"> • Leadership and continuous improvement of academic planning and operations within the School • Smooth operation and organisation of the School's governing bodies • Co-ordination of financial targets and reporting, budgeting and related matters • Contribution to the strategic development of the school and the delivery of its objectives • Contribution to the strategic expansion of research and 3rd stream (commercial) income 	
Principal duties and responsibilities:	
<u>Corporate Responsibilities</u> <ul style="list-style-type: none"> • To support the Dean in setting, communicating and delivering the School's overall mission, vision, aims and objectives. • To enhance and execute School level quality systems which ensure continuous improvement of all operations. • To drive change in order to achieve and maintain Gold Standard customer service for students, business partners and other key stake holders, in line with delivery of the strategic plan. • To represent the Dean and the School on relevant University and College committees and ad-hoc working groups. • To drive scholarship, research and enterprise in academic and other operations. • To engage in scholarship and research appropriate to the subject discipline of the post holder. 	
<u>School Responsibilities</u> <ul style="list-style-type: none"> • To co-ordinate and be responsible for the School's work in relation to all academic divisional activities with respect to education, research, 3rd stream income generation. • To co-ordinate the School's governance meetings as assigned by the Dean. • To drive the School's activities to achieve the Key Performance Indicators and lead actions which ensure the delivery of School and Divisional objectives. • To lead the School's annual academic planning activities to meet student target numbers including agreed targets for international students, and associated recruitment planning and validation of new programmes and continuous improvement initiatives for existing course provision. • To be responsible for the co-ordination of recruitment activities and initiatives. • To liaise with regional, national and international organisations as appropriate to further 	

the interests of the School.

- To deputise for the Dean in university-wide, national and international events, as requested.
- To develop the School Executive committee and infrastructure as required by the Dean in order to deliver the aims of the School.

Leadership and Management:

People:

- To provide the appropriate leadership, planning and support for development of all staff within the School.
- To advance a culture of continuous improvement and team working within the School.
- To maximise contribution and facilitate ongoing performance management of those directly accountable to the post holder in accordance with University Policy and Procedures.
- To ensure staff recruitment, selection and development activity which builds and maintains a staff resource appropriate to the strategic and operational needs of the school and the achievement of its academic plan.
- To contribute to the leadership and delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.
- To promote a culture of inclusivity, in which individuals are respected and valued in line with university policies and ensuring all statutory obligations are met.

Financial:

- To support the Dean in the achievement of financial plans for the School, and to co-ordinate the operational and financial planning and budgetary control.

General:

- To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.

Please note that this Job Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the Dean of School and in discussion with the post holder.

Special requirements:

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Approved for department by

M. Brussaard, Dean

Date: October 2012