

Person Specification

Post Title: Associate Dean		Post No: D1039
Organisation Unit: School of Art & Design		
Grade: Academic Heads		Date Compiled: October 2012
Attributes	Essential *	Desirable
Knowledge	<p>Knowledge and understanding of Design in a 21st century context.</p> <p>Knowledge and understanding of current developments in Higher Education generally and Art and Design in particular.</p> <p>In depth knowledge of modern school business or similar operations, and/or business & industrial R&D.</p> <p>Excellent understanding of business and management landscape and the economic environment.</p> <p>Command of business improvement methods.</p>	<p>Understanding of the strategic aims and values of Nottingham Trent University.</p>
Skills	<p>Excellent planning and organisational skills</p> <p>Excellent strategic planning and business development</p> <p>Excellent analytical skills</p> <p>Strong influencing and persuasion skills</p> <p>Excellent communication and presentational skills</p> <p>Effective organisational skills</p>	

Experience	<p>Successful track record of leadership and senior management in Higher Education.</p> <p>Successful experience of formulating and leading change. Experience of consistently delivering to deadlines and objectives in an operational and strategic context.</p> <p>Successful experience of leading academic or similar teams, and a firm commitment to the support of diversity in those teams.</p> <p>Successful experience of performance management and monitoring against agreed targets.</p> <p>Demonstrable track record as a team player.</p> <p>Demonstrable track record of team development.</p> <p>Proven track record of having developed and improved effective business processes.</p> <p>Extensive teaching experience in Higher Education, including demonstrated experience of curriculum development, quality assurance and enhancement.</p>		<p>Experience in Commercial activity and income generation.</p> <p>Experience in Executive Education.</p> <p>Experience in research Leadership.</p>	
Qualifications	Extensive leadership experience in academia or relevant professional qualification		Professorship; doctoral level qualification	
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

Leading and Coaching

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.

Entrepreneurial and Commercial focus

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.

Organisation and delivery

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.

3**Adaptability**

Embraces and manages change. Seeks opportunities for change, supporting colleagues in implementing new ways of working, effectively and supportively communicating the rationale for change.

3**3****4****Approved for department by:**

M. Brussaard, Dean

Date: October 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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