

Dean of Business, Arts and Social Sciences                      Vacancy Ref: BAS0001

Dean of Engineering, Design and Physical Sciences      Vacancy Ref: EDP0001

Dean of Life and Health Sciences                                  Vacancy Ref: LHS0001

## **Post Title: DEAN OF COLLEGE**

**Responsible to:** Vice-Principal (Academic)

The post-holder will have overall responsibility for the establishment, development and growth of the College. He/she will provide effective academic leadership and management of the College within the University and will be responsible for building the reputation of the College as an internationally competitive centre of excellence.

### **Aims and Objectives of the Post:**

The high-level aims and objectives of the Dean of College are to:

- lead the College through its foundation and early development, and establish it as a key major unit within a significant University-wide programme of transformational change;
- hold overall executive responsibility for the College and all its Education and Research activities, its staff, finances and other resources;
- provide strategic leadership in all the academic activities of the College, including student engagement;
- foster a culture of academic excellence in teaching and research and of provision of an outstanding student experience
- enable effective operation of the relationship between the Colleges, Departments and the Institutes within the new structures;
- ensure that the College, through its constituent Departments, prioritises collaborative educational and research activity both within the College and with Departments in other Colleges;
- facilitate the development of collaboration strategies and partnerships with business, the not-for-profit sector and other HEIs nationally and internationally;
- represent and promote externally the College, its activities, and the University more generally;
- contribute to the management and development of the University collectively as a member of the Executive Board, Senate and other central committees and initiatives.

The Dean of College will be research-active and he / she will be eligible for submission in REF 2020. The Dean of College will, in addition, be expected to contribute to the delivery of taught provision within the College.

## Post Profile

The Dean of College has responsibility to:

- develop the College's strategic plan in consultation with the Vice-Principal (Academic) and hold executive responsibility for the implementation of the agreed College Education and Research Plans and for meeting the targets set out in those plans;
- ensure that the College's KPIs are achieved, including the achievement of student number targets;
- be the budget holder for the College and ensure that the College discharges its responsibilities for its budget in line with the principles for the allocation of budgets agreed by the University;
- foster innovation together with income and impact generating activities in the College, in line with agreed College strategies and Plans;
- within the centrally-led 'hub and spoke' model approved by the University, lead the strategic development of the College's internal and external collaborative activities, its engagement with business enterprise and industry and, in collaboration with the Vice-Principal (Education and International), its activities to promote internationalisation;
- ensure that, in collaboration with the Institutes and other Colleges, the College:
  - Provides support for the establishment and maintenance of collaborative research activities, both internally (within the College, with other Colleges and the Institutes) and externally;
  - Drives research innovation across all its research activities;
  - Enables the effective operation of the relationship between the Colleges, Departments and Institutes;
  - Ensures the effective operation of the mechanisms for the recruitment and management of academic staff and for their membership of Institutes;
  - Offers opportunities for undergraduate and postgraduate (taught) students to acquire research experience
  - Fosters the development and delivery of specialist, research-led taught programmes for undergraduate and postgraduate (taught) students
- meet the quality and standards of the educational provision offered within the College (undergraduate, postgraduate taught and postgraduate research) and, in collaboration with University Central Services, for the welfare of the students registered in the College's Departments;
- ensure that, within the centrally-led 'hub and spoke model' approved by the University, the College discharges its responsibilities relating to UG, PGT and PGR student recruitment, admissions and progression across its Departments;
- work with the Vice-Principal (Education and International) and the Brunel Educational Excellence Centre to develop and implement innovative approaches to teaching and learning
- work with the Vice-Principal (Education and International) and the School of Professional Development to maximise the employment potential of students (undergraduate and postgraduate)
- develop and implement an effective public engagement strategy
- ensure that the College at all times acts in the best interests of the University for example through optimising the sharing and use of available resources;
- oversee the effective integration of College-provided services with those of other University units to ensure the development of a fit for purpose and consistent support service to both students and staff;
- ensure the College's implementation of Data Protection, Freedom of Information Records Management and Equal Opportunities policies, to ensure compliance with legal obligations and

policies issued by the University.

## **Management of Staff and Students (Responsibilities and Accountability)**

The Dean of College has responsibility to:

- manage and set targets for the Vice-Deans, Associate Dean (Student Welfare), Heads of Departments and, in consultation with the Chief Operating Officer, the Director of College Operations<sup>1</sup> and foster a performance management culture throughout the College and its Departments;
- ensure that, in collaboration with other University services, the College supports the career development of both its academic and its professional staff;
- plan an active role in the recruitment and appointment by the University of high calibre staff (where appropriate through the Strategic Recruitment Committee) and in the development of strategies for succession planning;
- foster the development of the College as an effective and cohesive unit within the University;
- ensure that the College works in partnership with its students on all matters relating to them;
- ensure that the College develops and delivers an effective public engagement strategy.

### **Additional Responsibilities Applicable to the Role**

The Dean of College has responsibility to:

- ensure that all HR, Finance, Health and Safety and all other policies are adhered to including all concordats, with special consideration for research integrity;
- undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities and data protection, maintaining confidentiality at all times; and ensure that the College promotes the values of inclusiveness and principles of equality and diversity in employment, admissions, and in its teaching, learning and research activities.
- ensure that the College discharges its responsibilities relating to risk management, as set out in the University's risk management framework;
- respond to issues or incidents likely to impact on the University's staff, students or the University's reputation, in order to manage and/or minimise that risk;
- undertake any other duties as appropriate as requested by the Vice-Principal (Academic).

### **University Policy on the Employment of Staff**

All members of staff are required to:

- undertake any other reasonable duties commensurate with the aims and objectives of the position;
- adhere to and comply with the provisions of the Health and Safety at Work Act and act in accordance to the University's policy on health and safety;
- undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities and data protection, maintaining confidentiality at all times;
- adhere to, comply with and work in accordance with University and Departmental policies, procedures and codes of conduct.

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<sup>1</sup>The lines of report to other senior officers of the University of the Deans with regard to matters of institutional policy and/or strategy are set out in the 'Governance and Academic Leadership Model'.

## **Person Specification**

### **Achievements and Objectives**

Candidates for the role will have demonstrated significant personal achievements through academic achievement in research and education and through strategic and visionary leadership in a complex organisation. They will have the ability to lead staff through the transformational change programme and lead the growth in the development of the Colleges.

### **Knowledge and Experience**

- Substantial leadership experience in a relevant organisation;
- Credibility, both through personal standing and knowledge of the Higher Education sector in the UK and internationally;
- An international reputation for excellence in research;
- A commitment to excellence in teaching, quality assurance and enhancement and to delivering the very best experience for students in all aspects of the University's policies and operations;
- Experience as an innovative and enterprising manager of people and budgets, in times of change;
- Proven ability to operate effectively on a national and international stage, to the reputational advantage of the institution.

### **Personal Attributes and Skills**

Candidates will be of the highest intellectual standing and will be passionate about Brunel's innovative and distinctive contribution to Higher Education. They will be characterised by:

- The ability to inspire and motivate all members of the University community and to champion its vision and values;
- Substantial leadership experience combined with the ability to deliver change with an academic institution;
- A collegial and open style which respects the views of others and encourages all to give of their best;
- Superb communication skills with the capacity to convince and inspire a wide diversity of audiences;
- Adaptability and pragmatism;
- Pride and interest in all aspects of the life of the University and willingness to make a contribution to its further success;
- Financial astuteness and an entrepreneurial outlook;
- Personal presence to represent the University and to command respect;
- Resilience, energy and enthusiasm.



## **Terms of Appointment**

### **Duration of Contract**

Following a year-long probationary period, the duration of the post is negotiable, but shall be for a period of not less than five years.

### **External Work**

The Dean is permitted to accept paid consultancies and other external positions in accordance with the University's Consultancy Policy and at the discretion of the Vice-Chancellor.

### **Place of Residence**

The Dean will be expected to live in or near London.

### **Accountability**

The Dean is accountable to the Vice-Principal (Academic) and performance reviews / appraisal will be carried out by the Vice-Principal (Academic).

### **Salary**

The salary for the post will be negotiable and will reflect the significance of the appointment and the calibre of the successful candidate.

### **Other Benefits**

Competitive employment benefits are provided. The successful applicant will be invited to join the Universities' Superannuation Scheme (USS). No other financial benefits or special facilities are provided.

### **Other Terms and Conditions**

All other terms and conditions – for example hours of work, holidays, pension plan and ill-health provision – will be in accordance with the standard terms and conditions of employment in the University for academic and academic-related staff.

### **Intellectual Property Rights**

The University offers individuals an exciting opportunity to enhance their income through the extension of our unique rewards and incentives scheme by them sharing personally in the exploitation of IPR, receiving a bonus payment which relates to a percentage of the overheads of grants and contracts, or from developing/teaching on innovative courses and CPD.

### **Removal Expenses**

Removal expenses may be payable, as indicated in any offer of employment.

### **Appointment**

Appointment is subject to satisfactory references and medical assessment.