

UNIVERSITY OF EXETER

JOB DESCRIPTION: Associate Dean for Research & Impact

University of Exeter Business School

Date: 9 March 2022

Main purpose of job	<p>The Associate Dean for Research &amp; Impact plays a key role in supporting the Deputy Pro-Vice-Chancellor/Dean of School in setting the direction of the School, providing vision, direction and inspirational strategic leadership for the academic development and delivery of the Research and Impact strategy, and championing research excellence and culture, and growing research activity and research income.</p> <p>The Associate Dean supports the Deputy PVC/Dean of School and the DVC Research &amp; Impact and Faculty Associate PVC Research &amp; Impact by providing strategic and operational leadership to the School's activities and ambitions in this area. Working with the DVC and the Associate PVC Research &amp; Impact, the Associate Dean has a key role in ensuring engagement with and delivery of the University's Research and Impact strategy and KPIs.</p>
Reporting to	<p>Deputy PVC/ Dean</p> <p>Indirectly APVC Research &amp; Impact</p>
Responsible for (people)	<p>Jointly with the relevant Heads of Department:</p> <ul style="list-style-type: none"> <li>• Directors of Research &amp; Impact</li> <li>• School Director of PGR</li> </ul>
Main duties and accountabilities	<p><b>Accountabilities common to all Associate Deans</b></p>
	<p>1 Shares collective responsibility for providing clear and effective leadership to the School, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence.</p>
	<p>2 Has collective responsibility for ensuring alignment of School activity to University and Faculty strategy, promoting cross-Faculty initiatives and supporting collaboration between Departments within the School.</p>
	<p>3 Working with the relevant DVC and Associate PVC, plays an integral role in the formulation and delivery of the University's and Faculty's strategy, and is an active member of the relevant University and Faculty committees.</p>
	<p>4 Working with the relevant DVC and Associate PVC, plays an integral role in ensuring that alignment of best practice and innovation is shared across the University and Faculty and promoted within the School.</p>
	<p>5 Represents the University nationally and internationally to enhance our external profile and to generate benefits for the University as a whole.</p>
	<p>6 Deputises for the DPVC/ Dean as required.</p>
	<p>7 Actively role models the University's expected leadership values and behaviours, promoting a culture of equality, inclusion and environmental sustainability.</p>
	<p>8 Ensures effective communication and collaboration within the School, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve goals.</p>
	<p><b>Accountabilities specific to the Research &amp; Impact portfolio</b></p>
	<p>9 Working closely with Directors of Research &amp; Impact in the School and Professional Services colleagues, and by facilitating the development of</p>

	strong relationships with stakeholders within the University, promoting a vibrant, enquiring, collegial, and creative culture to support the highest quality research
10	<p>Working with the other School Associate Deans, Faculty APVCs and HoDs to align priorities, in particular:</p> <ul style="list-style-type: none"> <li>▪ to ensure maximising the exploitation and impact of the School's research activity, and development of a financially sustainable research and innovation portfolio.</li> <li>▪ with the Associate Dean for Global Engagement and Masters Programmes, to ensure that international collaborative research activity is strongly encouraged, and fully supported, and new opportunities are explored for internationalising, sustaining and scaling-up Research and Impact initiatives with key overseas partners.</li> <li>▪ to promote and encourage the integration of research into taught programmes, thereby helping to translate excellence in research and scholarship into learning opportunities for students.</li> </ul>
11	Working with the School Director of PGR to ensure PGR recruitment, student experience and quality of provision for research students.
12	Optimising research performance; overseeing the monitoring of activity with regard to research and impact targets; and participating in research and impact reviews.
13	With the Deputy PVC/Dean, and Directors of Research and Innovation, supporting the coordination of REF submissions within the School; leading and developing the academic REF team across the School. If appropriate, advising on the allocation of outputs, impact and staff as appropriate between Units of Assessment.
15	Support and encourage the professional development of School staff at every career stage with a particular focus on early career researchers.
14	Report on delivery against targets as required.
Key liaisons	Membership of relevant School, Faculty and University committees/boards and other working groups to promote interdisciplinarity and to support Faculty and University-wide strategic objectives.
Learning and development requirements and opportunities	<p>Academic Leader Development Programme</p> <p>Personalised development plan in ePDR</p>
Person specification (essential and desirable)	<p>Associate Professor or Professor</p> <p>Experience at a senior leadership level, with a clear vision for research and the ability to engage others in that vision.</p> <p>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 and research regulation and understanding of how to operate effectively within these different environments.</p> <p>Ability to think creatively and with 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</p>

	<p>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 through effectively managing people, finances, and other resources to achieve these.</p> <p>Credibility and expertise gained from personal and collaborative success in research and impact.</p> <p>Knowledge and experience in a cognate academic area of the School.</p> <p>Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour.</p> <p>Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate.</p>
Term of office	3 years, usually ending on 31 July. Renewable subject to satisfactory review.
Time allocation	<p>This is a 0.5 FTE role. The remaining FTE is available to enable the role holder to maintain an active profile in research and/or scholarship (which is a requirement of the role). The distribution of responsibilities between the Associate Dean role and the roleholder's other academic activities, including, other support that can be made available to facilitate this role, will be discussed and agreed with the Dean at the time of appointment.</p> <p>Staff in the Education &amp; Research job family will be expected to remain research active as part of this role.</p>
Reward	A pensionable salary is payable for this role as approved by UEB for the duration of the term of office. A non-pensionable allowance will be paid to staff who base salary is above the salary for the Associate Dean role.
Date last reviewed/approved by	<p>March 2022</p> <p>Director of Human Resources</p>