

UNIVERSITY OF EXETER

JOB DESCRIPTION: **Associate Dean for Education**

University of Exeter Medical School/ University of Exeter Business School

Date: 9 March 2022

Main purpose of job	<p>The Associate Dean for Education 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 and championing the enhancement of education throughout the School. The key driver is promoting 'success for all our students'.</p> <p>The Associate Dean supports the Deputy PVC/Dean of School and the DVC Education and Faculty Associate PVC Education by providing strategic and operational leadership to the School's activities and ambitions in this area, with a strong emphasis on driving innovation and communicating best practice within the School and across the Faculty. Working with the DVC and the Associate PVC Global Engagement, the Associate Dean has a key role in ensuring engagement with and delivery of the University's and Faculty's Global strategy and KPIs.</p> <p>The Associate Dean is responsible for promoting a vibrant culture to support the student academic experience within the School, working with the Deputy PVC/Dean, Heads of Department, student representatives and relevant Directors (Research/Education/Global) to set targets and performance indicators for all strands of the education strategy with a strong focus on NSS, student experience, TEF, cohort rebalancing and education diversification, ensuring delivery against these measures. It is particularly important that they support the development of School staff as educators, as part of 'valuing educators', promoting best practice in learning, teaching and assessment.</p>
Reporting to	<p>Deputy PVC/Dean</p> <p>Indirectly APVC Education of the Faculty</p>
Responsible for (people)	<p>Jointly with the Deputy PVC/Dean and Heads of Department:</p> <ul style="list-style-type: none"> <li>• DEESE and/or Directors of Education</li> </ul>
Main duties and accountabilities	<p><b>Accountabilities common to all Associate Deans</b></p>
1	<p>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>
2	<p>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>
3	<p>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>
4	<p>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>

5	Represents the University nationally and internationally to enhance our external profile and to generate benefits for the University as a whole.
6	Deputises for the DPVC/ Dean as required.
7	Actively role models the University's expected leadership values and behaviours, promoting a culture of equality, inclusion and environmental sustainability.
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.
	<b>Accountabilities specific to Education portfolio</b>
9	Working closely with DEESE and/or Directors of Education in the School and Professional Services colleagues, and by facilitating the development of strong relationships with stakeholders within the University, promote a vibrant and responsive culture to support the highest quality student experience.
10	Provide strong leadership for quality assurance in respect of the student academic experience within the School. Working with Heads of Department and within the University's framework for quality standards, ensure the best academic experience for students on undergraduate and taught postgraduate programmes.
11	Working with the other School Associate Deans, Faculty APVCs and HoDs to align priorities, in particular to ensure <ul style="list-style-type: none"> <li>○ the integration of research into taught programmes, thereby helping to translate excellence in research and scholarship into learning opportunities for students.</li> <li>○ that the Faculty offers an attractive portfolio of online and face to face courses designed to meet market demand, especially for international markets.</li> <li>○ support for the development and promotion of cross-Faculty initiatives.</li> </ul>
12	Lead the strategic development and review of the School's portfolio of undergraduate and taught postgraduate programmes, including the implementation of University and Faculty policy in learning, teaching and assessment in line with University and Faculty strategy, and to formulate School policy where applicable.
13	Lead preparations for TEF in the School (and similar exercises).
14	Support and value educators through the professional development of School staff, in particular as it relates to a research-led and scholarly approach to teaching excellence.
15	Promote innovation and excellence in student education maximising the benefits of digital and other resources to support learning, with a focus on student partnership and students as change agents, academic experience and personalisation, leading to improvement in NSS outcomes.
16	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	Academic Leader Development Programme Personalised development plan in ePDR Senior or Principal Fellowship of the HEA
Person specification (essential and desirable)	<p>Professor or Associate Professor in any academic job family.</p> <p>Experience at a senior leadership level, with a clear vision for education 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 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 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 Education.</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 0.6-0.8 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 time allocation and 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	March 2022 Director of Human Resources