

UNIVERSITY OF EXETER

JOB DESCRIPTION: **Associate Dean for Clinical Relationships**

University of Exeter Medical School

Date: 9 March 2022

Main purpose of job	<p>The Associate Dean for Clinical Relationships plays a key role in supporting the Deputy Pro-Vice-Chancellor/Dean of School in establishing and maintaining the critical relationships with the NHS and other health-related organisations fundamental to the success of the School and the Faculty.</p> <p>The Associate Dean will work closely with the Deputy Pro-Vice-Chancellor/Dean of School and the Faculty Associate Pro-Vice-Chancellors to provide a single point of contact for clinical organisations to facilitate the School and Faculty ambitions for growth in research, education, commercial, income and impact activities.</p>
Reporting to	<p>DPVC/Dean</p> <p>Indirectly PVC</p>
Responsible for (people)	No direct reports
Main duties and accountabilities	Accountabilities common to all Associate Deans
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.
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.
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.
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.
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.
	Accountabilities specific to Clinical Relationships portfolio
9	Setting and delivering the vision for expanding and deepening collaborations with NHS and other clinical organisations. This will involve coordination with Heads of Departments and Associate PVCs

	to support the development and implementation of Departmental and Faculty strategies for growth in education, research and impact, and commercial and philanthropic income generation, and where appropriate include overseas organisations.
10	Be the single point of contact for clinical collaborating organisations, liaising with others as appropriate, including particular responsibility for generating, progressing and monitoring specific Memoranda of Understanding and other joint arrangements.
11	Developing, managing and delivering strategies to enhance the quality of clinical interaction; for students, staff and for the clinical organisation its dealings with the School and Faculty.
12	Ensure effective communication and collaboration across the School, Faculty and University relating to clinical issues, developments and opportunities.
13	Represent the School, Faculty and University where appropriate at national and international fora related to clinical-academic collaboration (e.g., Medical Schools Council).
14	Work in close and effective collaboration with colleagues in Professional Services to improve and ensure fit-for-purpose processes, policies and systems for effective and efficient clinical collaboration and appointments.
15	Report on delivery against targets as required.
Key liaisons	Membership of relevant 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
Person specification (essential and desirable)	<p>Professor or Associate Professor in any academic job family.</p> <p>Currently or previously clinical active in research or education, with experience of clinical academic roles.</p> <p>Awareness of broader context of clinical, and clinical academic, issues, policy and regulation, and understanding of how to operate effectively within these environments.</p> <p>Experience in a clinical or academic leadership role, with a good understanding of clinical activity, development and provision, and the ability to engage others in a vision for clinical academic excellence.</p> <p>Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally.</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>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>Credibility and expertise gained from personal and collaborative success in the specific academic theme.</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 0.4-0.6 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 Associate Dean at the time of appointment.</p> <p>Staff in the Education & 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>