



University of Brighton

JOB DESCRIPTION

Job title:	Dean of the School of Art and Media
Responsible and accountable to:	Pro-Vice-Chancellor (Academic Operations)
School:	School of Art and Media
Location:	City Campus, Brighton

Purpose of the role

The Deans are accountable for the success of their Schools, playing a pivotal role in the strategic development, operation and academic performance of their Schools in relation to their education, research and enterprise. They will provide academic vision and direction to their School, effective leadership of staff and management of resources. As a senior leader of the University the Deans are collectively responsible, with the University Executive Board, for shaping the academic strategic direction, development and performance of the University through specific institution-wide responsibilities. The Deans represent their School and the University externally to build strategic partnerships, enhance reputation and contribute to relevant regional, national and international developments of their associated subjects and professions.

Key accountabilities/responsibilities:

- To lead the School in a transparent and consultative manner and to develop and implement its business plan for excellence in education, research and enterprise, thereby achieving agreed School performance targets.
- To strategically build and maintain a vibrant academic learning community, encouraging the provision of high quality education, research and enterprise, scholarship and innovation related to learning and teaching.
- To strategically review and shape the School's academic offer to ensure it is innovative, relevant and responsive to changes internally, externally and internationally.
- To lead on the development and implementation of a medium to long term strategy for the School aligned with the University's Strategic Priorities, which fully recognises the importance of teaching excellence, research and enterprise and maintenance of highest possible academic standards and quality.

- To be responsible for the academic leadership and management of the School, including strategy and academic planning, staff development, student recruitment, educational policy and standards, finances and Human Resource matters.
- To work collaboratively with the Executive Board, other Deans of Schools and Directors/Heads of Professional Services to build and maintain partnerships to deliver the University's strategy.
- To be accountable for promoting a culture of equality, inclusion and respect throughout the School ensuring proper conduct of staff in accordance with the University's rules, regulations, policies and procedures.

Strategic and academic leadership

- To be accountable for the translation and delivery of the University Strategy by the School.
- To enhance the national and international reputation of the academic subject disciplines within the School in teaching excellence, research and enterprise.
- To foster and facilitate a supportive environment for intra- and inter-School development of educational provision, research and enterprise.
- As part of the wider University leadership team, to collaborate with other academic leaders in the School and the University to identify academic and professional development opportunities which advance the School's and the University's reputation and success nationally and internationally.

Operational management

- To lead the School Leadership Team and be accountable for academic staff management, the transparent and equitable allocation of duties according to University workload planning agreements and oversight of SDRs within the School.
- To lead on the appointment of staff in the School to ensure the recruitment and retention of outstanding staff and ensure development plans are in place as part of SDR processes.
- To be accountable for the effective, efficient and safe operation of all the School's activities in line with University policies.

Resource management

- As part of the University annual planning process, develop financial strategies for sustainability and ensure the School's delegated budget is correctly allocated, monitored and operates within approved limits and University procedures.
- To ensure that the School meets agreed targets, including student recruitment, research and enterprise, financial targets and other agreed performance indicators.
- To advise on priorities and manage delegated responsibilities for space and information technology provision.
- To identify external funding opportunities and be accountable for the proper management of contracts.

Other duties

- To contribute to the overall leadership of the University by carrying out University-wide duties as agreed with the Pro-Vice-Chancellor (Academic Operations).
- To maintain an appropriate level of personal teaching, research, enterprise and professional activity, which may include a teaching or supervisory commitment, networking and membership of relevant sector wide business organisations.
- To contribute to, and where appropriate represent the University on, University committees, professional associations, national and international bodies and with other stakeholders to further the interests of the School's subject disciplines and wider academic communities.
- To support the management of critical incidents, ensuring business continuity related to their School.

General responsibilities

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality, Diversity and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the General Data Protection Regulation.

PERSON SPECIFICATION

Appointees will be able to demonstrate the following:

Knowledge and skills

- The vision and strategic leadership to develop the School, to further academic planning and development of the broad subject areas, and to contribute to the general strategic and operational development of the University.
- The capability and significant academic reputation necessary to gain and retain the confidence of the School as a whole, across the range of subject areas, academic and managerial issues.
- High level knowledge and understanding of the School's principal disciplines and professional areas, and a desire to enhance learning and teaching, grow research and impact, and to further develop the School.
- Skills of collaboration and negotiation, enabling the Dean to deal effectively across the range of issues within the School, other Schools, and with the Professional Services Departments and their officers.
- Highly effective organisational, interpersonal, communication and influencing skills.
- The proven ability to think and plan strategically and project manage across competing priorities and work to deliver against deadlines.

- An ability to represent the School in a positive and effective way within the University and, by extension, to represent the University externally to research councils, industry, and other bodies, including potential donors.
- Administrative ability including the capacity to maintain effective working relationships with the School and with other Schools and Professional Service Departments, to oversee the operation of School leadership and management structures.
- Experience of planning and operating external contracts and the ability to develop plans to attract other external funding.
- Normally hold a PhD or professional doctorate in an appropriate subject area.

Experience

- A track record of success in leading teaching and/or research.
- A record of inspirational and consistent leadership at Head of School level or equivalent.
- An established track record of effective change management, addressing complex staffing, operational, academic and managerial issues and working effectively with trade unions.
- Significant experience of leading, managing and motivating staff.
- A track record of working with external partners and successful delivery of national and/or international partnerships.
- Experience of managing substantial budgets.

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