

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of

Associate Dean for External Relations, Academic Development and Quality Assurance EHM0058-0119-R

Responsible to: Pro Vice Chancellor/Dean, Faculty of Health and Social Care

Accountable to: Pro Vice Chancellor/Dean, Faculty of Health and Social Care

The Associate Dean is a member of the Faculty Senior Leadership Team and as such has shared responsibility for developing and leading the Faculty to ensure its long term sustainability. Providing visionary leadership the role holder will assist in the further development of a culture of high performance and will provide leadership, vision and direction to staff within the Faculty.

The post holder will provide strategic leadership in the areas of external relations, academic development and quality assurance. The post holder will further enhance the national and international reputation of the Faculty and University as a strong provider of innovative multi-professional education and research which supports the development of all professions working in the field of health and social care.

The role holder will provide leadership, to ensure the faculty operates strong mechanisms to ensure effective academic governance and external relations for the Faculty. The role holder will be committed to research and scholarship and be able to contribute to our research strategy and act as a research leader across the Faculty. Edge Hill is one of 3 new free standing medical schools and will have its first intake to MBChB in September 2020.

Corporate Responsibilities

1. Participate in and accept responsibility for the management and development of the University.

2. Contribute to the delivery of the corporate objectives as determined in the University Plan and implementation strategies.
3. Participate in University's decision-making process through membership of the Institution's committees as appropriate.
4. Contribute to and serve, as appropriate, on internal committees, working and advisory groups.
5. Promote and facilitate cross-university and inter-disciplinary developments in overall course provision.
6. Support the University's further development and respond to the needs generated by a diverse student body.
7. Actively promote and support effective communications in all aspects of the work of the University.

Specific responsibilities

The role holder will:

Faculty Leadership

1. As a member of the Faculty Executive team provide vision and direction to the staff of the Faculty adopting an inclusive, engaging and motivating leadership style to achieve high levels of discretionary effort and commitment from staff.
2. Clearly articulate a vision for the future for the areas of responsibility which is aligned to University and Faculty strategic and operational objectives and which enables staff to understand how their efforts contribute to Faculty and University achievements.
3. Ensure that all of the elements necessary to deliver high quality performance are in place and that this is achieved across all areas
4. Ensure effective communication of the University's strategic and operational plans and major programmes of work throughout the Faculty. Engaging colleagues in these processes ensuring plans are owned and understood by the Faculty teams, that their contributions are recognised and any areas of under performance are addressed.
5. Act as an ambassador of the University and Faculty in a positive and professional way regionally, nationally and internationally. Developing excellent business relationships and acting at all times in the best interest of the University by delivering key messages to enhance brand and reputation.

6. Act on behalf of the PVC as required.

Strategic Planning

1. Operate effective systems for strategic and operational planning including the publication of key faculty strategies, annual action plans, engagement of key stakeholders, the use of key performance indicators and regular review and update. Ensuring the delivery of key objectives which are aligned to business needs and to individuals' personal objectives.
2. Maintain an in depth knowledge of the HE and Healthcare sectors to inform planning and identify risks and opportunities. Developing and utilising a range of external networks to inform business planning.
3. Develop an extensive network of partnerships in relation to student employability and contribute to relevant research development initiatives.
4. Provide high quality management reports which update on progress, identify business proposals and business plans etc which are well written well informed, accurate and timely.
5. Effectively and efficiently manage the resources of the University and the Faculty to ensure maximum added value is achieved
6. Ensure the efficient management of work within the areas of responsibility to ensure the achievement of plans and objectives

Leading Academic Development and Quality Assurance

1. Work collaboratively with senior staff across the University who have the responsibility for driving effective academic governance.
2. Lead responsibility for the development and implementation for the faculty external relations, international collaboration and faculty promotion, to provide an inspirational vision, clear direction, support and leadership which inspires faculty staff to enhance the quality and outputs for research.
3. Collaborate with research active staff to identify opportunities and support the bidding process to generate income from Enterprise and Knowledge Transfer activity.
4. Successfully lead the development of the Faculty's global education strategy and systematically implement the strategy.
5. Provide direction for Faculty promotion to ensure that Faculty brand and reputation are enhanced.

6. Chair the Faculty Academic Standards and Quality Committee ensuring it operates as a positive and pro-active effective quality enhancement system is in place.
7. Ensure that progress on the Faculty promotion strategy, actions plans and objectives are monitored and update reports provided.
8. Ensure a range of guidance, support, training and development is provided to managers and staff in maintaining effective systems for Academic Development and quality enhancement.
9. Take executive lead for the Faculty to ensure that all policies and codes of practice are regularly reviewed and updated to comply with change in circumstances.

Leadership of Global Education

1. Lead the development and implementation of the Faculty's Strategy for Global Education providing an inspiring vision and clear direction which will enable the Faculty to meet challenging goals for increased income and student numbers.
2. Ensure that Global Education provision is designed to be viable, relevant to the market, high quality, innovative and is underpinned by cutting edge learning technologies
3. Work pro-actively with team members to develop and sustain a wide range of external networks and contacts, to identify opportunities operating effective systems for the gathering of business intelligence and feed this into the development of the Faculty's national and international reputation.

Leading Teams

1. Ensure that all staff within the Faculty and particularly the area of responsibility are provided with inspirational leadership and experience highly effective management practices
2. Develop and sustain a culture of outstanding performance through an engaging leadership style which delivers high levels of discretionary effort.
3. Ensure that the staffing resources are deployed to achieve the most effective outputs. The post holder will develop clear and coherent objectives that are disseminated to all staff. To ensure that the necessary resources are provided to enable excellent performance and that staff are engaged in key decisions which affect their role.
4. Ensure that any issues of poor or under performance are addressed in a timely way in line with University procedures.

Leadership of the Faculty's External Relations Strategy

1. Develop new collaborations with regional development initiatives e.g. LEP's.
2. Work with the Universities central departments to promote the Faculty and further enhance reputation.
3. Achieve as Faculty lead for marketing and promotional activity.
4. Lead collaborative initiatives with other Faculties across the University.

In addition to the above, all staff are required to:

- a) Participate in the University's Performance Review and Development Scheme
- b) Ensure confidentiality of information is maintained in line with Data Protection legislation
- c) Adhere to University's policies and procedures and attend appropriate training, continuing professional development and staff development as required
- d) Support the equal opportunities policies of Edge Hill and an awareness of its impact on the curriculum and teaching strategies.

Salary: Competitive

Hours: Full Time

**Associate Dean for External Relations,
Academic Development and Quality Assurance
EHM0058-0119-R**

Person Specification

		Essential	Desirable	Method of assessment (I/A/T/P)
Knowledge and Qualifications				
1	Degree with Honours or equivalent	*		A
2	Higher Degree in cognate discipline	*		A
3	Registered profession in relevant Health and Social Care discipline		*	A
4	PhD in Health Related Discipline	*		A
5	Evidence of relevant continued professional development	*		A
6	Understanding of the challenges and opportunities in the contemporary HE environment and the importance of a strong profile for the Faculty in scholarship, research, and global education.	*		I
Achievements				
7	Strong academic & research track record in leadership and management within an academic setting; showing significant success in achieving external funding, managing a devolved budget and staffing.	*		A,I
8	Extensive research experience and track record of high quality publications with experience of post graduate research supervision.		*	A,I
9	An excellent track record of building and sustaining successful national and international relationships; acting as a brand ambassador and developing	*		A,I

		Essential	Desirable	Method of assessment (I/A/T/P)
	collaborative partnership working in one or more of the areas of scholarship, research, enterprise and knowledge transfer.			
10	An established track record of successful liaising, networking and negotiation within health and social care areas.	*		A,I
Experience				
11	Demonstrable experience of contributing to the development and implementation of strategy, policy and multi professional education	*		A,I
12	Excellent understanding and knowledge of key quality and governance issues related to academic leadership.	*		A,I
13	A wide range of teaching experience and quality management appropriate to undergraduate and postgraduate professional level including the support, supervision and assessment of students alongside major curriculum planning, development and validation.	*		A,I,P
14	Experience of successful resource & planning management including experience of working within regulatory processes and systems relevant to areas such as finance, quality and human resource.	*		A,I
Skills and Abilities				
15	Excellent strategic leadership skills; an ability to role model high performance working practices and behaviours and to make effective service enhancing decisions.	*		A,I
16	High-level leadership and motivational skills with an inclusive and engaging team-building ethos and focus. A commitment to CPD for self & others.	*		A,I
17	Ability to generate clear, concise, well-articulated and accurate documents and reports.	*		A,T
18	High levels of emotional intelligence; an excellent relationship builder; with the ability to positively engage, communicate and influence a diverse stakeholder group.	*		A,I

		Essential	Desirable	Method of assessment (I/A/T/P)
19	Ability to influence and negotiate with professionals and senior strategic managers within the health and social care environment	*		A, I
20	Leading and managing change. Flexible, self-motivated and proactive in identifying new opportunities and developing realistic yet creative and innovative solutions in a structured, yet complex environment.	*		A,I
Other				
21	Willing and able to undertake significant travel including national and international travel.	*		A

***Method of Assessment**

(I-Interview, A-Application, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.