Dean of School - School of Engineering and Built Environment	Edinburgh Napier UNIVERSITY
Role Description	

Grade & Salary:	Dean, member of Senior Leadership Group
Campus Location:	Merchiston although travel to all campus sites as required is necessary
Line Manager:	Reports to the Vice Principal
Line Management Responsibility for:	Leader of the School of Engineering and Built Environment (approx.110 staff) and direct line manager for the School Leadership Team
Organisational Structure:	☒ Tick to confirm attached
Role Summary:	The Dean will provide strategic leadership in the growth and development of our School of Engineering and Built environment, which hosts a wide range of engaging, challenging and industry-relevant courses, enabling graduates to pursue rewarding careers within their chosen discipline through the excellent teaching our staff provide. The school has a has a long history of innovative research and applied development activities in partnership with industry and regularly uses the results of that research and consultancy activity to enhance the learning experience of its students. We are specifically proud to host the Institute for Sustainable Construction and the Transport Research Institute, two internationally leading commercial institute with a focus on research and would expect the new Dean to continue to develop similar relationships with business enterprise to help grow the schools income. This role will lead the Universities strategic objectives and ensure the school is recognised by exceeding them, as we approach 2020 and beyond. Therfore will; ❖ **Develop the schools academic reputation** This role ensures the success of the school by attracting, developing and retaining academics that are renound in their field to ensure that the Edinburgh Napier University School of Engineering and Built Environament has a strong academic reputation. Growing and expanding our existing research culture, ensuring our teaching experiences and potfolio of programmes are both relevant and commercialy profitable. ❖ **Provide an outstanding experience for students** Every student at the University should feel stretched and challenged. They should receive excellent teaching and quality feedback from supportive academics to fully enable their potential whilse studying at the university. They should have the resources they need to complete their studies and the processes and procedures that they need to complete their studies should be smooth and clear to them. Regular feedback and evaluation is vital to ensure that the school is motivated to make constant improvements. ❖ **Work closely with industry**

The University places a high importance on building and maintaining collaborative and enterprising links within industry, the Dean will drive staff and associates to have wide business and academic networks, which in turn will be used to drive innovation and a reputation of quality in all work.

❖ **Grow the schools income**

To ensure the School can continue to invest in the latest resources and provide the best experience for students, it must grow it's income through research, partnerships and international teaching. An innovative mindset is required to ensure all opportunities to grow income are maximised.

Main Duties and Responsibilities

➢ Provide outstanding academic and personal leadership to the School through:

- the creation and articulation of a coherent and compelling school vision, strategy and plan of delivery
- the attraction, management and retention of talent to achieve academic and leadership excellence, supported by internal performance and development processes and that clear development and succession plans are in place;
- plans that engage and motivate staff, associates and stakeholders to deliver activities in support of that vision
- role modelling a range of leadership behaviours, enabling academic leadership development opportunities thus inspiring all staff and associates in the highest standards of research, teaching and learning;
- embracing the range of disciplines and subjects represented in the School;
- exceptional communication skills and an ability to inspire, develop and manage School performance across all levels
- building leadership capability, research profiles and academic reputation as required across staff
- representing and promoting the School and University in a wide range of internal and external contexts across relevant and emerging industry sectors
- the motivation and engagement of staff and demonstration of effective leadership in upholding the University's values;
- regular opportunities for effective team working and positive staff engagement in all activities;
- measurable objectives for all staff which link to the School plans and provide clear opportunities for school performance, personal and professional growth.

➢ Ensure the effective operational management of the School ensuring consistency and compliance with University policy and process, and ensure:

- that the School operates commercially and utilises resources effectively
- effective operational plans exist for delegation and clear lines of accountability within the School;
- financial forecasting and planning to deliver strategic targets is in place while ensuring adherence to compliance with financial, legislative and budgetary rules.
- delivery and measurement of the quality of student experience within the School.
- effective and efficient engagement with University policy and governance

➤	Develop a commercial strategy and associated financial and operational plans in partnership with staff by; • ensuring staff have clear measurable targets and associated measurements associated to commercial targets • identifying and pursuing external funding and income generating activities for the School through varied avenues across sector, funding and commercial markets; • leading school planning appropriately to achieve domestic and international student recruitment and retention targets;
➤	Manage and develop the School's academic portfolio, and contribute to the development of the wider University academic portfolio, through: • accepting accountability for the delivery of undergraduate, postgraduate and CPD programmes with respect to cost, quality, retention and other measurable targets, wherever delivered; • demonstrating a detailed commercial understanding of external market trends (UK and beyond) for courses and programmes; • consistently reviewing and identifying opportunities to refresh and ensure ongoing strength of performance within undergraduate programmes and develop new post-graduate programmes; • supporting academic development of staff to ensure excellence throughout delivery of the portfolio
➤	Deliver the University agenda for academic growth by: • ensuring the achievement of an excellent student experience across all programmes delivered in the School; • working in conjunction with colleagues across the University, ensuring the academic portfolio matches demand and delivers strategic targets; • driving the growth of research, public engagement and enterprise; • developing the capacity for research degree supervision amongst the academic staff of the School ensuring that efficient processes are in place for maintaining academic integrity and enhancing academic quality;

Person Specification

Attributes	Essential Selection Criteria	Desirable Selection Criteria
Education/ Qualifications	Relevant professional memberships. Academic research profile Relevant postgraduate qualification in a related discipline. Meets professorial criteria in line with our [Adademic leadership Framework](#)	Evidence of relevant research outputs Strong recent academic research profile Doctorate Level Qualification (e.g. PhD or DBA) or expectation to work towards
Skills / Experience	o Applied Engineering background in a wide subject matter discipline o Significant experience at a senior leadership level, with a clear vision and the ability to engage others in that vision. o Significant experience to think and plan strategically, articulate priorities and deliver change positively in a complex environment to achieve results o Able to be creative and innovative in devising solutions. o Extensive experience of Academic leadership at a senior level o Strong leadership behaviours that encourage staff engagement and motivation o Strong experience managing staff resources and perfomance o Able to demonstrate resilience. o Operates professionally, collectively and collabortively within teams, inspiring others o Evidence of building and maintaining stakeholder relationships/ partnerships	o Experience working within relevant industry sectors or organisations o Experience of managing a similar sized department with diverse disciplines, ensuring that they work together for mutual benefit. o Experience managing staff to ensure demonstrable improvements in financial inputs,quality, student experience and research outputs. o Significant experience of leading cultural change. o Evidence of ability to generate academic growth through partnership and collaboration, specifically including international development. o Significant evidence of an ability to lead significant curriculum change. o Ability to travel internbationally occasionally when required.

	between education and practice providers.	
	o Resources to deliver demonstrable improvements in educational performance, research, student numbers, programme development.	
	o Leads by example projecting Edinburgh Napier University values.	
	o Proactively engages with all staff in a visible and meaningful way to lead from the front and inspire all within the school	