

Dean of Business School



ROLE DESCRIPTION

GRADE

SLT

LOCATION

Craiglockhart, Edinburgh

LINE MANAGER

Vice Principal Learning & Teaching

ROLE SUMMARY

As a member of the Senior Leadership Team, the Dean of the Business School will be an outstanding leader in their field, with a strong academic profile at Professorial level that is relevant to the School's subject disciplines.

They will provide strategic leadership in the growth and development of one of the largest and most modern Business School's in Scotland, playing a key role in ensuring the University achieves its strategy and goals. The Dean should seek to maintain and expand working relationships with partners as well as identify commercial opportunities for growth and income. As the University places high importance on building and maintaining collaborative and enterprising links with industry and practice, the Dean will have responsibility for encouraging all staff to have broad networks and utilise these to drive innovation.

The Dean will work to raise the academic and professional standing of the School by leading and supporting the delivery of high-quality research, scholarly activity and professional practice undertaken by staff in the School. They will have responsibility for attracting, developing and retaining academics that are renowned in their field and for growing the existing research and professional activities that underpin the disciplines so that the School has a strong academic standing both nationally and internationally.

The Dean must also ensure that all students have an excellent experience while they study with Edinburgh Napier University and beyond. All students

should receive excellent teaching and quality feedback from supportive academics to ensure every student achieves their potential. Regular feedback and evaluation is vital to ensure that the School is motivated to make constant improvements. The Dean will be responsible for ensuring that the School can continue to invest in the latest resources and provide the best experience for students, growing School income through research, partnerships and international teaching

LINE MANAGEMENT RESPONSIBILITY FOR:

With overall accountability of around 150 staff the Dean of The Business School will have direct line management responsibility for:

- Deputy Dean
- Head of Research
- Head of Learning & Teaching
- Head of Accreditation
- Head of Postgraduate Programmes

MAIN DUTIES AND RESPONSIBILITIES

Provide outstanding academic and personal leadership to the School through:

- The creation and articulation of a coherent and compelling vision, strategy and plan of delivery;
- The attraction, management and retention of talent to achieve academic excellence, supported by internal performance and development processes, together with clear development and succession plans;
- Plans that engage and motivate staff, associates and stakeholders to deliver activities in support of the 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;
- Enhancing 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;
- Lead, develop and manage a high performing team who have clear objectives for which they are accountable and aligned to the university's strategic priorities, ensuring adherence to the My Contribution process.

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;
- 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:

- 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;
- Lead on ensuring that all aspects of Health and Safety measures, mitigation and governance are embedded across the University;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Any other responsibility commensurate with the role

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS		
• PhD/ Doctorate in relevant field.	✓	
• Meets Professorial criteria in line with our Academic Leadership Framework in any pathway.	✓	
• Membership to Relevant professional bodies	✓	
• Sustained internationally excellent academic research profile;		✓
SKILLS / EXPERIENCE		
• Academic leadership at a senior level in a setting that is comparable in scale and complexity;	✓	
• Significant experience at a senior leadership level, with a clear vision and the ability to engage others in that vision;	✓	
• Strong academic record or equivalent professional standing, with a widely-recognised expertise and authority in your subject discipline	✓	
• Significant experience to think and plan strategically, articulate priorities and deliver change positively in a complex environment to achieve results;	✓	
• Ability to be creative and innovative in devising solutions;	✓	
• Extensive experience of managing budgets, staff resources and performance;	✓	

	ESSENTIAL	DESIRABLE
• Operates professionally, collectively and collaboratively within teams, inspiring others;	✓	
• Evidence of building and maintaining stakeholder relationships and partnerships between education providers and with industry partners;	✓	
• Proactively engages with all staff in a visible and meaningful way to lead from the front and inspire all within the school.	✓	
• Experience of managing a similar sized department with diverse disciplines;		✓
• Experience of managing staff to ensure demonstrable improvements in income, quality, student experience and research outputs;		✓
• Significant experience of leading cultural change;		✓
• Evidence of ability to generate academic growth through partnership and collaboration, specifically including international development;		✓
• Evidence of ability to lead significant curriculum change;		✓
• Ability to travel internationally occasionally when required;		✓
• Ability to deliver demonstrable improvements in educational performance, research, student numbers and programme development.		✓