



Job Description

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| Post/Job Title: | Executive Dean |
| Postholder: | |
| Ref: | HSS277/0005043112 |
| Location: | Postholder is expected to work across both Lansdowne and Talbot Campus |
| Faculty: | Health & Social Sciences |
| Normal hours per week: | Full Time |
| Duration: | Substantive appointment |
| Accountable to: | Deputy Vice-Chancellor |

Job Purpose

Lead the Faculty by providing strong academic, strategic, planning and operational leadership to the Faculty Executive Team and staff across the Faculty to deliver an excellent student experience through the fusion of education, research and practice.

Ensure the achievement of strategic objectives and related financial targets identified in the University and Faculty plans.

Participate fully in the leadership of Bournemouth University (BU) as a member of the University Leadership Team (ULT) working with the University Executive Team (UET), wider ULT and other senior colleagues to ensure the performance of the Faculty and University in line with the strategic plan.

Lead on corporate initiatives and/or chair University-wide steering groups/committees as required.

Lead by example, fusing education, research and practice in a synergistic manner to deliver and enhance the student and external stakeholder experience.

Promote a culture of service excellence, manage Faculty resources effectively and drive change where necessary.

Acting as an ambassador engage in building a strong external profile in order to build and promote the impact and reputation of BU, the student experience and the work of the Faculty.

Main Responsibilities

To serve as Executive Dean of the Faculty and member of the ULT, ensuring the strategic development, performance and corporate management of the University in line with the strategic plan.

Provide strong academic and strategic leadership and management to the Faculty across all areas of activity; fusing excellent education, research and professional practice - to ensure a high performing academic culture and community able to deliver the strategic aspirations.

Ensure a strong and high performing Faculty Executive Team, who will individually and collectively take responsibility for ensuring a working environment which promotes academic, professional and personal staff development in a manner that is consistent with, and gains widespread ownership of, the Faculty and University strategic plan and objectives.

Ensure delivery of fusion through the effective integration of education, research and practice across the endeavours of the Faculty.

Ensure an excellent student experience and the development of initiatives to broaden the academic appeal and footprint of the Faculty, ensuring innovation and creativity underpin the student experience.

Foster and develop research and professional practice capability to underpin effective delivery of education with particular attention to the quality of the student experience.

Develop and implement the Faculty's delivery plans and ensure the fusion of education, research and practice contributing to the advancement of the disciplines and the professional fields related to the Faculty.

Lead the development and measurable enhancement of student experience in line key performance indicators and Faculty Delivery Plans and ensure its delivery to exceed student expectations.

Lead and drive forward a Global Engagement activity for the Faculty to ensuring delivery of Faculty objectives in line with the University's global engagement ambitions.

Give strong leadership to Faculty staff, promoting a culture of service excellence, managing resources effectively and driving change where necessary in order to build and promote the impact and reputation of the Faculty and University.

To demonstrate a sustained contribution to education, research and practice within own discipline.

To fuse academic group/team or portfolio area education, research and practice in a synergistic manner to deliver and enhance the student and external stakeholder experience.

To demonstrate sustained evidence of leadership of Fusion within an academic group/team or portfolio area and through the mentorship of others.

To contribute to Fusion through living the Bournemouth University values and applying these values in the leadership of others.

Be an ambassador for the Faculty and University, both internally and externally.

Any other duties as required.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Data Owner

- i.Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).
- ii.Identify and manage data protection risks for their respective data.
- iii.Determine and approve the usage / access / retention / destruction requirements.

Additional Information

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the postholder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.



Person Specification

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| Knowledge (including experience & qualifications) | |
| Doctoral qualified or equivalent | E |
| Academic standing as a Professor in one of the disciplines offered by the Faculty | D |
| Significant and successful track record of strategic leadership and management at a senior level within a large and complex organisation and the ability and credibility to lead within our University's context | E |
| Significant knowledge and skills in the areas of education, research and practice to enable strategic change | E |
| A strong publication record and/or evidence of esteem in a professional context | E |
| Experience and evidence of strategy development and effective implementation | E |
| Successful management of change to maximise performance | E |
| Skills | |
| Exceptional interpersonal and communication skills and the strength of character to be effective within and beyond the Faculty | E |
| Ability to foster collaborative working internally and externally | E |
| Demonstrable ability to lead, develop and motivate staff and teams | E |
| Proven ability to contribute to forward development and strategy | E |
| Demonstrable ability to manage complex change and engage staff through this process | E |
| Attributes | |
| Strong commitment to a student experience of the highest standard | E |
| Passion and commitment to inspire and motivate colleagues to deliver excellence in education, research and practice | E |
| Drive, intellect and persona to be a credible advocate for the Faculty and to provide strong but facilitative academic and managerial leadership | E |
| Ability, credibility and outward-facing perspective to act as an effective ambassador for the Faculty and the University with regional, national and international businesses, universities and other organisations | E |
| Ability and credibility to work as a member of the University Leadership Team (ULT) | E |
| Firm commitment to achieving the University's vision and implementing its Strategic Plan | E |
| Adaptable and able to manage conflicting requirements whilst focussing on key priorities | E |
| Demonstrable ability to manage a range of activities | E |
| Motivated to achieve the requirements of the role | E |
| Highly effective leader and manager | E |