Executive Dean of Faculty of Arts, Society and Professional Studies

Post Reference: NU2119

circa £80,000 per annum

Vice-Chancellor
Professor J Scott Davidson, M.A. (Cantab), LL.D (Cantuar), SFHEA, FRSA

Updated June 2019
Newman University

Newman University is located in a quiet residential area only a few miles from Birmingham City Centre, which creates a tranquil and focused learning environment for students. The campus overlooks Bartley reservoir and the Worcestershire countryside beyond and its location makes it convenient for access to both the M5 and M42 motorways.

With the University founded as recently as 1968, the buildings are modern and purpose-built. The campus is arranged around a series of inner quadrangles of lawns and trees. Halls of residence provide bedrooms for over 200 students, conveniently adjacent to the teaching areas and well-stocked library. Over £20 million has been invested on improving the campus for students, including a vibrant new-build entrance and state-of-the-art library, creating a modern and attractive learning environment, with new teaching spaces and new halls of residence. Further developments are ongoing to improve life on campus.

Newman is a different kind of university; we are driven by the belief that higher education should enable us to develop new ways of understanding the world, and help make a positive impact within it. Our students become independent thinkers with ambition, empathy, and a lifelong love for learning.

With approximately 2,700 students from a variety of backgrounds, Newman is becoming an increasingly popular place to study.

We are a friendly community of staff and students, and our small cohorts and class sizes mean that academic staff can give personal care and attention to each student.

Newman is also committed to promoting the broader understanding and awareness of Fairtrade, poverty and the developing world. As a University, we wish to broaden the global perspectives of the communities we work with, including its 400 partnership schools throughout the West Midlands. Achieving Fairtrade status reflects Newman’s mission which is based on respect for others, social justice and equity.

Newman is working hard to create a sustainable campus and is utilising the latest technology to control energy consumption and achieve our carbon reduction targets.
Job Description

Job Title: Executive Dean of Faculty of Arts, Society and Professional Studies

Salary: circa £80,000 per annum

Hours: Full Time

Department: Faculty of Arts, Society and Professional Studies

Reporting to: Vice-Chancellor

Purpose of Post:

To lead and manage the Faculty and its staff in order to deliver excellence across the full range of academic activities, within the context of the strategic and operational development of the University.

1. Main responsibilities:

   Strategic Responsibilities:
   - Represent and contribute to the University’s mission and ethos.
   - Lead on the development and achievement of the annually agreed Faculty targets aligned to the strategic plan targets for student numbers, student experience, retention, graduate employment, research, internationalisation, enterprise and financial sustainability.
   - Shape the Faculty strategy, annual operating plan and other University or Faculty initiatives
   - Develop new initiatives to recruit students to agreed target numbers to current and new programmes
   - Lead and deliver on strategic University and Faculty projects that are calculated to enhance the student experience.
   - Ensure a student-centred approach is fully embedded within the Faculty.
   - Encourage research and scholarship, quality, enterprise and excellence in learning and teaching within the Faculty and University.

   Leadership Responsibilities:
   - The overall leadership, management, and strategic direction of the Faculty to secure successful outcomes against targets that reflect institutional strategic priorities, and external policy and regulatory expectations.
   - Lead the development of academic activity to ensure quality, coherence, efficiency, and viability, across the range of provision within the Faculty.
Leadership of the staff within the Faculty to ensure high performance, including workload management, staff development and appraisal.

Ensure the quality of the student academic experience, taking forward initiatives to improve NSS scores, retention and rates of graduate employment.

Development of the Faculty’s portfolio of undergraduate, postgraduate and professional programmes.

Ensure the achievement of recruitment targets.

Lead, manage, recruit, support and develop the Assistant Deans and other staff reporting to this role ensuring that all University procedures relating to staff are followed appropriately.

Lead on the enhancement of the student experience, partnerships and health and safety.

Ensure fair and even distribution of workload allocation in line with the workload allocation model.

Promote a culture of transparent and collaborative working based upon effective and professional communication.

Work with Staff Development, Academic Practice and the Graduate School to develop staff reporting to this role in line with University requirements.

Work in partnership with other Senior Managers and other areas within the University, in particular Registry, Marketing, Library, Finance, Research, Student Services, Estates and HR.

Chair and/or participate in relevant panels, examinations boards, University Committees and Sub Committees and other working groups as required.

Ensure compliance with legal requirements, and with University strategies, policies and procedures.

Ensure that the Faculty budget is managed in accordance with the University Financial regulations, and that procurement procedures are followed at all times.

To lead on the strategic direction and development of programmes within the Faculty with the aim of enhancing the curriculum, student outcomes and to help deliver the University’s strategic objectives.

To represent the University at regional and national forums and participate in relevant professional networks in order to be aware of relevant current trends in the disciplines within the Faculty and to disseminate this to colleagues.

To work closely with the Assistant Deans/Subject Heads/Course Leaders/Coordinators to ensure that they are innovative in their design and delivery of their programmes and are aware of changes in the internal and external environment.

Any other reasonable duties required by the Vice Chancellor.

In accordance with the University Information Security Policy, the post holder will be dealing with ‘restricted information’ and ‘highly restricted information’ as part of their duties.

As a senior manager the post holder has a responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct reports receive an annual appraisal.
2. **Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also cooperate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University’s Health & Safety Organisational Arrangements.

3. **General Terms**

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder is required to undertake other duties of similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that ‘restricted information’ or ‘highly restricted information’ to which they have access remains confidential during and after their employment at Newman University. All staff must undergo appropriate data protection training as defined by the University’s Data Protection Policy and comply with the University’s Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are
expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University’s Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.
## Person Specification

<table>
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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Form of Assessment (*amend as applicable)</th>
<th>Desirable</th>
<th>Form of Assessment (*amend as applicable)</th>
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<tr>
<td><strong>Educational Qualifications and Training</strong></td>
<td>Relevant PhD or equivalent qualification</td>
<td>Application</td>
<td>Professional recognition at a senior level (SFHEA)</td>
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<td>A recognised teaching qualification (e.g. FHEA) or willingness to attain this within 12 months of appointment.</td>
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<td><strong>Relevant work experience and/or knowledge</strong></td>
<td>Specialist subject expertise within one or more disciplines relevant to the Faculty and a strong teaching record in Higher Education.</td>
<td>Application/ interview</td>
<td>Experience of leading research teams</td>
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<td>Excellent leadership and management experience of a diverse group of professional staff</td>
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<td>Experience of grant capture or other sizable income generation</td>
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<td>Proven experience of dealing with professional bodies and accreditation issues in Faculty-related professional areas</td>
<td>Application/ interview</td>
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<td>Evidence of innovation in responding to changing circumstances</td>
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<td>Proven experience of leading teams within a multi-disciplinary academic environment</td>
<td>Application/ interview</td>
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<td>High level knowledge, understanding and experience of strategically developing and enhancing learning, teaching and assessment in Higher Education within a context of internal and external Quality Assurance and Enhancement frameworks.</td>
<td>Application/ interview</td>
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<td>Experience of budget management and control, and of general resource management</td>
<td>Application</td>
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<td>An in-depth understanding of the</td>
<td>Application/ interview</td>
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emerging trends in the HE sector in its political, national and international context, and the implications of these for the Faculty.

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<th>Relevant and/or Specific skills required</th>
<th>Application/ interview</th>
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<tr>
<td>Proven experience of leading teams to address the needs of a diverse community of learners to maximise the student experience and attainment in HE.</td>
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<td>Experience of leading successful innovation in academic provision, designing and promoting successful programmes of study and experience in developing Quality Assurance documentation, including that related to programme validation.</td>
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<td>Experience of leading on collaborative work with other colleagues across University departments and subject groups.</td>
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<td>Record of successful involvement in leading partnership working with academic and non-academic organisations to produce demonstrable economic, public policy or quality of life benefits.</td>
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<td>A record of achievement in research and scholarship in a relevant area</td>
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<td>Leadership: ability to establish principles, set direction and motivate colleagues.</td>
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<td>Planning and organisation: high-level ability to manage conflicting demands and meet deadlines in a complex and changing environment.</td>
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<td>Interpersonal skills: ability to relate to others with respect, tact and diplomacy.</td>
<td>Interview</td>
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<td><strong>Personal qualities and attributes</strong></td>
<td>Focus on continuous improvement and committed to Newman ethos.</td>
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<td>Ability to identify and exploit new income streams to contribute to Faculty financial sustainability.</td>
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<td>Analytical and creative thinking: ability to conceptualise and analyse problems and to synthesise complex sets of information and ideas.</td>
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<td>Collaborative: ability to work productively with all colleagues.</td>
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<td>Communication: ability to communicate clearly and effectively both orally and in writing.</td>
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<td></td>
<td>Planning and organisation: workload and financial planning and monitoring, and ability to assess and implement priorities.</td>
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<td>Negotiating and influencing: ability to deal positively and creatively in situations that require negotiation, influence, persuasion and conflict management.</td>
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<td>A commitment to ongoing professional development and keeping up-to-date with developments in your area is necessary.</td>
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General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. The salary offered for this post will be circa £80,000 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:
- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Newman University are:
- [https://www.teacherspensions.co.uk/](https://www.teacherspensions.co.uk/) - Teachers’ Pension Scheme for academic staff
- [http://aviva.co.uk](http://aviva.co.uk) - Aviva Scheme for professional and support staff
- [http://www.nestpensions.org.uk](http://www.nestpensions.org.uk) - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](https://www.nestpensions.org.uk) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, staff membership for all sports/leisure facilities, chaplaincy and spiritual care, catering facilities, an onsite crèche facility, library services, employee assistance programme, occupational health and counselling services, health care and cycle to work schemes, discounted travel scheme and staff development opportunities. Further details of the full range of staff...
Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Please note that we reserve the right to remove this advert prior to the advertised date, dependent on the level of response received. You are therefore advised to apply at your earliest convenience.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: Midday, Wednesday 12th June 2019
Interviews will take place on Friday 28th June 2019

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General Data Protection Regulations: Applicant Privacy Notice

Newman University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: https://www.newman.ac.uk/knowledge-base/employee-privacy-notice/