



## **Interim Executive Dean, Faculty of Education**

**Post Reference: NU3420**

**Flexible/Negotiable Salary and Hours of Work**

**Vice-Chancellor**  
Professor Jackie Dunne



## 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.

Being 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 Faculties 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

<b>Job Title:</b>	<b>Interim Executive Dean, Faculty of Education</b>
<b>Duration:</b>	<b>Interim post, for a period of three months in the first instance, subject to possible extension.</b>
<b>Salary:</b>	<b>Flexible/negotiable</b>
<b>Hours:</b>	<b>Full and Part Time Hours/on and off campus, will be considered</b>
<b>Department:</b>	<b>Faculty of Education</b>
<b>Reporting to:</b>	<b>Vice-Chancellor</b>

### **Purpose of Post:**

The Faculty has a growing portfolio of undergraduate and postgraduate courses, in a range of areas of education including, but not limited to, initial and continuing teacher education. In recent years, the Faculty has strengthened its position by developing into a research-informed centre for workforce development in a multi-professional context, and it is anticipated that this direction of travel will continue.

The Interim Executive Dean will provide strategic leadership for the Faculty, promoting the development of the teaching portfolio, improving the student academic experience, championing research, and seeking to expand CPD and consultancy work. In addition, they are expected to represent the University in key external networks, enhancing the University's reputation, and using these external contacts to grow the Faculty.

The Interim Executive Dean will be a member of the University Leadership Team and the University Operations Team, with executive authority within the Faculty. The post-holder will report to the Vice-Chancellor, providing support in the leadership of the institution and, from time-to-time, taking leadership on cross-institutional issues.

The Interim Executive Dean will have an appreciation of the Catholic ethos of the University, but is not required to be a practising Catholic.

### **1. Main responsibilities:**

- The overall leadership, management, and strategic direction of the Faculty of Education to secure successful outcomes against targets that reflect institutional strategic priorities, and external policy and regulatory expectations
- Leading 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
- Ensuring 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
- Achievement of recruitment targets

- Maintenance of the Faculty's ITE provision, responding flexibly to changes in Government policy and securing excellent outcomes in Ofsted inspections.
- Further development of partnerships with Faculty's, MACs, MATs, Teaching Faculty Alliances and other organisations to deliver high quality initial teacher education and continuous professional development for the whole Faculty workforce
- Championing the development of research within the Faculty including the generation of external income to support research activity.
- Effective management of the Faculty budget in compliance with financial regulations
- Ex officio membership of key University committees including Senate; Academic Standards Committee; Learning, Teaching and Assessment Committee, Collaborative Strategy Committee, University Leadership Team and University Operations Team
- Leadership of cross-institutional ad hoc working groups and chairing or membership of other general management committees as required.
- Maintenance of a national / international profile through on-going research or appropriate scholarly or professional activity
- Representing the Faculty and the University in appropriate regional, national, and international networks and bodies
- Undertaking any other duties and responsibilities commensurate with the seniority of this post, as directed by the Vice Chancellor. Such duties will not change the general character of the post.
- 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 co-operate 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.

#### 4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
<b>Educational Qualifications and Training</b>	<p>Doctorate or appropriate professional standing</p> <p>Qualified teacher status or holder of PGCE (higher education)</p>	Application	Relevant professional or managerial qualifications	Application
<b>Relevant work experience and/or knowledge</b>	<p>Excellent leadership and management of a diverse group of professional staff</p> <p>Evidence of innovation in responding to changing circumstances.</p> <p>Good knowledge of key trends in higher education and current policies and practices in initial teacher education.</p> <p>Experience of effective budgetary management.</p> <p>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</p>	Application/ interview/ presentation	<p>Expertise in teaching and scholarly activity in one of the key disciplines within the Faculty.</p> <p>Successful programme development in one the Faculty's subject areas.</p> <p>Supervision of research students to completion.</p> <p>Record of securing external funding.</p> <p>Evidence of successful engagement with the strategic priorities of NCTL.</p> <p>Record of peer reviewed publications which can form part of a REF submission.</p>	Application/ interview

	Assurance and Enhancement frameworks.			
<b>Relevant and/or Specific skills required</b>	<p>Ability to manage a range of academic and professional staff to achieve agreed performance targets.</p> <p>Excellent organisational, interpersonal and communication skills.</p> <p>Ability to meet deadlines and work under pressure.</p>	Application/ interview	Successful completion of a relevant leadership development programme	Application
<b>Personal qualities and attributes</b>	<p>Inclusive, engaging and people-centred leadership style.</p> <p>Focus on continuous improvement and committed to Newman ethos.</p>	Interview		
<b>Other</b>	A satisfactory, Basic DBS Check, will be requested for the successful candidate			

## General Terms & Conditions of Employment

This post is offered on an interim basis to commence as soon as possible, for a period of approximately three months in the first instance, subject to possible extension. The salary and hours of work are flexible/negotiable. 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> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <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](#) (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



benefits available can be found on our website: (<https://www.newman.ac.uk/knowledge-base/staff-benefits/>)

## 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: Wednesday 30 September 2020**

**Provisional interview date: Friday 16 October 2020 (to be confirmed)**

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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/>