



Candidate Brief for the position of
Dean of the Faculty of Business,
Computing and Digital Industries

October 2021

Welcome from the Vice-Chancellor

Dear Colleague,

Thank you for your interest in Leeds Trinity University and the position of Dean of the Faculty of Business, Computing and Digital Industries.

We are in an exciting time at the University, as we develop our strategic plan for the 2021 academic year and beyond, with our focus on providing an excellent student learning experience. We are committed to delivering excellent student outcomes, achieved through a distinctive employability-focused educational offer, and we pride ourselves on being the University where our students are a name, not just a number.

As an institution, we also have ambitions to be renowned for research excellence with a focus on research and knowledge exchange engagement, and all colleagues will play a part in this. This role forms an important part of the University's academic leadership team, providing strategic direction and having responsibility for the implementation of agreed University policies, procedures and operational plans.

We are growing as an institution and this role will play an integral role in delivering the University's strategy, in particular supporting our ambitions for research excellence and driving forward applied research and knowledge exchange activity. We are also working towards achieving full Research Degree Awarding Powers (RDAP).

We are committed to providing an open and welcoming environment for all, whatever their background or belief, and in November 2020 we became the first university in Yorkshire to receive the Race Equality Charter Bronze Award. The Dean of the Faculty of Business, Computing and Digital Industries will be proactive in supporting this inclusive culture of our organisation.



We look forward to receiving your application.

With best wishes,

A handwritten signature in black ink that reads "Charles Egbu". The signature is written in a cursive, flowing style.

Professor Charles Egbu
Vice-Chancellor

About Leeds Trinity University

A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.

We are the only university in the country to offer and embed compulsory professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience.

We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching. Our teaching staff have extensive professional experience in their fields and many are active researchers, contributing to our increasing reputation for research excellence. We're also investing in the development of the next generation of researchers by developing our postgraduate research community.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





Vision, Mission and Values

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Our Vision

We will be renowned for developing well-rounded and experienced graduates equipped to build fulfilling futures and as a leading university for student, staff, partner and community engagement.

Our Mission

Leeds Trinity University transforms lives by providing a unique and rich combination of academic, professional and personal development in an inclusive and nurturing university community.

The University is here to make a difference to the people, the professions and the places that we serve. We provide unique educational experiences that are focused on the individual and informed by our Catholic faith foundation.

We actively promote the principles of dignity, respect, social justice, equality and inclusion to support the social and economic health and wellbeing of every person in our University community.

Our Values

Our actions and behaviours are guided by our values of:

Care - we want everyone we work with to feel that we genuinely have their interests at heart and that they are constantly and consistently valued and supported by us.

Collaboration - we are driven by mutual respect, teamwork and effective partnerships.

Integrity - we are honest, open, ethical and fair. People trust us to adhere to our word.

Excellence - we aspire to be the best, to deliver to the highest standards and to continuously improve on our performance.

Inclusivity - everyone at Leeds Trinity University is valued, respected and encouraged to contribute, and everyone has the same rights, status and opportunities.

Student Experience

Leeds Trinity places students at the heart of all its activities. The student is viewed holistically and the “student experience” is taken to mean a student’s academic and non-academic life at the University. We constantly strive to improve the student experience, gathering invaluable feedback from the National Student Survey and internal survey mechanisms. Academic and support departments consider the survey data and make plans to further improve satisfaction in their areas. We also strive to ensure that we provide the opportunities for students to excel in their field of study and for this to be acknowledged through their attainment; which is designed to be both aspirational and realistic so that they truly fulfil their potential.

We are not a huge, faceless organisation. Consequently, we genuinely engage with students as individuals, not just as another face in the crowd. Students and staff are often surprised how quickly they get to know other members of the University. Everyone who comes here tells us this makes for a very supportive environment and, we think, the best possible student experience.

The History of the University

The origins of Leeds Trinity can be traced back to two Catholic teacher training colleges, Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Service in 1966. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains. For more than 50 years, the institution has evolved and developed, achieving full university status in December 2012.



Work with us at Leeds Trinity University



Dean of the Faculty of Business, Computing and Digital Industries

Hours of work: Full time (1.0fte)

Duration: Permanent

Salary: Competitive

We are seeking to appoint an exceptional academic leader as Dean of our Faculty of Business Computing and Digital Industries. The Faculty makes up one of the University's three academic units and encompasses the Schools of Business, Computing and Digital Industries. The role is an integral part of the University's academic leadership team and reports directly to the Deputy Vice-Chancellor.

As Dean, you will oversee the development and delivery of the University's vision and strategic plan at Faculty level and its translation into appropriate policies and operational plans. You will represent the University and Faculty externally to enhance the reputation and contribute to the University's development activities.

You will also be responsible for building the depth and quality of the academic disciplines within the Faculty, building the standing and reputation regionally, nationally and internationally, whilst developing a high-performing team focused on the achievement of the University's Strategic Plan.

The ideal candidate will have the vision and imagination to exploit the opportunities this multidisciplinary environment offers in relation to curriculum development, innovations in learning and teaching, and research and knowledge exchange activity. This will require a clear strategic thinker with strong influencing skills and an outstanding track record of developing academic provision and delivering change. A Professorial title will be offered if the successful candidate meets our criteria.

To apply for this post or for an informal discussion, please contact Mark Holleran at TalentEdu who have been exclusively retained for this post: m.holleran@talentedu.co.uk or telephone: +44 (0) 203 290 2907. Further information can be found at <https://TalentEdu.co.uk/LTU>

Closing date for applications: 17th October 2021.

Interviews for this post are expected to take place on 6th December 2021.

Shortlisted candidates will be offered the opportunity to visit the campus for an accompanied tour.

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented at this level within the University: Women, LGBT+ and Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.



Job Description

Job title:	Dean of Faculty
Faculty:	Business, Computing and Digital Industries
Responsible to:	Deputy Vice-Chancellor
Line management responsibility:	Heads of School
Purpose of post:	<p>The primary function is to provide strategic leadership across the Faculty and further develop effective ways of working making maximum use of available resources and processes, whilst facilitating a collegiate and productive working environment across the Faculty. This will be exercised within the context of wider strategic and operational plans of the University and of emerging priorities.</p> <p>The postholder will have a key role to play in ensuring the quality of the student learning experience and staff performance. They are also expected to play an active role in the wider business of the University, identifying the potential for new opportunities and to work closely with key senior colleagues.</p>

Background

The Dean is ultimately accountable for the below responsibilities but may devolve authority for decisions to other colleagues in the Faculty.

Main duties and responsibilities:

Corporate Responsibilities

1. To contribute to the fulfilment of the University's Mission, Vision & Values and Strategic Plan.
2. As a member of the Leadership Team, to participate in the University's decision-making processes and accept responsibility for the implementation, at Faculty level, of agreed University policies, priorities, and strategic initiatives.
3. To ensure that the work of the Faculty is underpinned by appropriate Research and Scholarly activity.
4. To make a significant personal contribution in developing research, scholarship, and other related activities across the Faculty and wider University.
5. To encourage and promote the generation of income including the diversification of income streams through knowledge exchange and consultancy.
6. To promote and facilitate programme and short course developments across the Faculty and across other departments.
7. To provide intelligence and analysis of external policy initiatives and drivers in the areas of relevance to the Faculty to assist the Executive in decision making.

5. To support the further development of the University and respond effectively to the needs generated by a diverse student body and the external environment.
6. To be responsible for ensuring that the operations of the Faculty are conducted in accordance with the Data Protection Act and the University's policies for Health and Safety and Equality, Diversity, and Inclusion.

Academic Leadership

1. To provide leadership of the academic provision including pedagogy, research and knowledge exchange and curricula development. This will involve fostering an appropriate ethos and culture within the Faculty resulting in effective, innovative academic practice and effective working relationships.
2. To determine and manage an effective Faculty organisational and committee structure and managing this structure to ensure ongoing fitness for purpose.
3. To maintain and enhance the on-going quality of all Faculty activities including the implementation of quality assurance processes and the maintenance and enhancement of academic standards in line with the requirements of the QAA, OfS and other relevant PSRBs.
4. To represent the Faculty to the University and discharge an ambassadorial role by maintaining and enhancing the standing and reputation of the Faculty to external academic, professional and employer communities and to potential students.

Strategy and Policy Development and Implementation

1. To establish, implement and review Faculty strategic and operational plans in line with University strategic plans, with reference, for example, to key strategies in relation to learning and teaching, student support, research and knowledge services, curriculum and resource and financial management.
2. To be instrumental in establishing, implementing, and reviewing local policy within the wider University framework and seeking compliance with general University policies and regulatory framework in relation to, for example, finance, health and safety, equal opportunities, employment matters and information technology.

Quality of Student Learning Experience

1. To be responsible for the quality of the student experience from initial marketing and recruitment stages through to graduation. This will include responsibilities for the provision and review of appropriate support arrangements, of relevant programmes and effective learning opportunities designed to promote the academic development of students, the quality and effectiveness of communication with students and actions in response to student feedback.

Resource Management

1. To be responsible for the acquisition and management of resources (academic staff, finance, space, and equipment). The management of academic staff will involve ensuring that effective annual staff appraisals are conducted, managing performance against agreed objectives, workload plans completed, and staff development plans implemented.

2. To manage and review budgets, producing financial and investment plans, encouraging income generating activities and managing the School infrastructure and equipment needs.

Risk Management:

The postholder will be responsible for assessing and managing risk within the scope of the role, in line with the University's Risk Management policy and to escalate matters where necessary. They are also accountable and responsible for health and safety as defined in the Health and Safety policy.

In addition, the postholder will be required to undertake any other duties, commensurate with the grade of the post, as directed by the Deputy Vice-Chancellor after due consultation.

The postholder is required to apply the University's Equality, Diversity and Inclusion Policy in their own area of responsibility and in their general conduct.

This job description is current on the date shown below. It is liable to variation by the Vice-Chancellor to reflect or anticipate University developments and changes in the requirements of the post.

October 2021

Person Specification

No.		Assessed by: Application - A Interview - I Presentation – P
Essential		
Qualifications		
1	A PhD/Professional Doctorate or significant high-level professional experience in a related field.	A
2	Higher degree in appropriate discipline or equivalent academic or professional qualification.	A
Experience		
3	A proven track record of senior leadership across a broad portfolio in a diverse organisation.	A, I
4	A record of academic achievement and evidence of continuing research and scholarly activity or policy development in the field of Business, Computing and/or Digital Industries.	A, I
5	Proven ability to contribute to institutional strategic plans/goals through the development and delivery of detailed operational plans.	A, I
6	Understanding of the national and international context for Higher Education.	A, I
7	Experience of chairing committees and meetings.	A
8	Experience of line management and/or academic leadership relating to course and curriculum development and administration.	A, I
Skills/Attitudes/Attributes		
9	Proven management and leadership skills and the ability to delegate responsibilities effectively across multi/inter-disciplinary teams.	A, I
10	Ability to plan strategically for the management of all resources and processes (staffing, finance, space and equipment).	A, I
11	Ability to facilitate a collegiate and productive working environment within the Faculty.	A, I
12	Good IT skills with the ability to produce clear, concise documentation and communicate to a range of individuals and groups, within and beyond the Faculty and the University.	A
13	Ability to apply analytical and problem-solving skills to a range of contexts.	A, I, P
14	Ability and credibility to represent the Faculty or University externally.	A, I, P
15	Ability to provide appropriate intelligence to the University Executive in relation to developments in areas relevant to the faculty.	A, I, P
16	Ability to network externally and facilitate partnership working with all relevant stakeholders including local councils, colleges, employers, local and international academic partners.	A, I, P
17	Excellent team working, interpersonal and presentation skills.	A, I, P
Other requirements		
18	Ability to demonstrate a genuine commitment to equality and inclusivity in the fulfilment of your duties, interactions and behaviours with others, including actively supporting associated EDI Chartermarks awarded to the university.	I
19	Commitment to the development of high-quality teaching, research, knowledge transfer and scholarship.	A, I

20	Commitment to supporting staff in the Faculty and to providing a high-quality student learning experience.	A, I
21	Commitment to supporting educational aspiration and attainment.	A, I
22	Membership of Advance HE.	A
23	A willingness to undertake and lead appropriate staff development and training.	A



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