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| Last updated: | March 2018 |

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| Post title: | **Associate Dean (Education)** |
| Academic Unit/Service: |  |
| Faculty: |  |
| Posts responsible to: | Dean of Faculty (direct); Vice-President Education (indirect) |
| Posts responsible for: | Indirect: Deputy Heads of School (Education), Faculty Academic Registrar |
| Post base: | Office-based |

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| Job purpose |
| Associate Deans support the Vice-Presidents in the development of University strategy and further develop and lead the implementation of this strategy within the Faculty on behalf of the Dean.  The purpose of the Associate Dean (Education) role is to:   * Work with the Vice-President Education, Executive Director of Student Experience, other Associate Deans, Heads of School, Deputy Heads of School (Education) and senior professional service colleagues in the development of University education strategy and policy * Lead, manage, and promote the application of the strategy within the Faculty, lead on the development of a Faculty-wide strategy that aligns with the aims of the University, and translate the latter into KPIs relating to education for the Faculty’s Schools * Take responsibility for ensuring the implementation of staff development and the evaluation of performance, and the dissemination of good practice relating to education * Lead on Faculty preparation and monitoring in relation to processes such as National Student Survey (NSS) and Teaching Excellence Framework (TEF). |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **University level**  Work with the Vice-President Education to lead and contribute to cross-University education matters/initiatives, as required by the Vice-President (Education) following consultation with the post holder, for example:   * leading on particular aspects of the University’s education strategy * leading on quality improvement initiatives at all stages of the student journey, from enrolment to assessment * developing governance processes and drawing on best practice to improve the student experience. * leading on the relationship with particular external partners. | 20 % |
|  | Work in conjunction with other AD(E)s across committees and working groups to share and harmonize good practice to ensure consistency, efficiency and effectiveness of Education practice and processes.  Identify and lead interdisciplinary opportunities that will generate added value and work with other ADs, HoS, Deputy HoS and institute Directors in pursuing and implementing these opportunities.  Work with the Vice President Education, Associate Vice-President(s), Executive Director Student Experience and Faculty Academic Registrar on issues that will develop and enhance the student experience.  Contribute to institutional oversight of quality assurance. |  |
|  | **Faculty level**  Develop and implement a Faculty education strategy that aligns with the strategic aims of the University, working with the Faculty Board and Schools to identify KPIs relating to Education at both Faculty and School levels, and ensure that delivery of the strategy contributes significantly to meeting the Faculty annual business planning objectives.  Contribute effectively, as a member of the Faculty Board, to strategic leadership, management and business planning activity in the Faculty.  **Faculty level operational**  Work effectively with the Heads of/Deputy Heads of School and Faculty Academic Registrar to ensure that effective processes are in place for governance, approvals, review and conduct of Education in the Faculty.  Work with the Heads/Deputy Heads of School (Education) and Faculty Academic Registrar to ensure that every programme in the Faculty’s education portfolio is of high quality, rigorous and stretching and research-informed, and attractive to high quality students.  Maintain oversight of and work with the Heads of School/Deputy Heads of School (Education) and Faculty Academic Registrar to ensure the quality of student support, course organisation, student progression and outcomes, and the student experience in the Faculty. | 40 % |
|  | **Staff Performance/Development**   * **Appointment / Promotion responsibilities**: Take a leading role in the appointment and promotion of all Balanced contract Education, Research and Enterprise (ERE) posts and Education-focused posts in the Faculty, ensuring appointments are aligned with Faculty and University strategy. * **Staff and Student Development responsibilities**: In collaboration with the VPs, AD(R/E)s, HoS/DeputyHoSs, HoDs, the Doctoral College and CHEP, foster and maintain an environment in which the development needs of staff and students involved in education in the Faculty are met. * **Staff Performance responsibilities:** In conjunction with the VP(E), the Dean and other senior colleagues in the Faculty, and in line with University and Faculty requirements and goals, ensure implementation of a performance framework that utilises education performance metrics, and oversee monitoring of objectives and metrics at individual staff appraisal e.g through involvement in appraisal moderation. * **Staff engagement:** Support the strategy that is in place for staff engagement to ensure that staff contribute to and engage with the School, Faculty and University strategy including organizational change. * **Student Experience**: Ensuring as a senior member of the faculty that you lead the way in delivering an exceptional Student experience. * **Embedding Collegiality:** Role model the ‘Southampton Behaviours’ and work with colleagues to embed them as a way of working within the Faculty. | 35% |
|  | Deputise for the Dean as required and take on other duties that fall within the scope of the post as allocated by the Dean or Vice-President (Education) following consultation with the post holder. | 5% |

| Internal and external relationships |
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| The Dean of Faculty; Vice-President(s), Associate Vice-President(s); members of the Vice-Chancellors Office.  University and Faculty academic staff; other Associate Deans and Officers of the University (Heads of Schools/Deputy Heads of School Research/Heads of Departments/Deputy Heads *etc.).*  Faculty Operating Boards; Associate Directors of Faculty Operations; Head of Faculty Finance; HR Business Partners; Faculty Academic Registrar; Faculty Operating Service staff.  Director of the Doctoral College, Faculty Directors of Graduate Schools.  Chief Operating Officer, Executive Directors and Directors of relevant Professional Services, particularly Student Experience; Student Services, Student and Academic Administration, Library and the Arts, Global Recruitment and Admissions and Widening Participation & Social Mobility.  Director of the Centre for Higher Education Practice.  Local, national and international public and private sector regulatory bodies and public organisations. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in a subject area relevant to the Faculty  Well-established national reputation in a subject area relevant to the Faculty  Significant track record of education leadership within a subject area relevant to the Faculty  Knowledge and awareness of sector strategies and developments, of government policy, and the strategies of the funding / regulatory bodies  Knowledge of the Arts and Humanities in academia and industry, previous experience in the sector and of engaging with national debates | Knowledge and awareness of the broad context of Higher Education and government policy in the UK the current and forthcoming challenges and opportunities it presents. |
| Planning and organising | Proven ability to plan and shape the direction of an area of educational activity with substantial impact on recruitment and/or quality and/or student progression and outcomes |  |
| Problem solving and initiative | Ability to respond and adapt with agility to often rapidly-moving events and developments in both the internal and external contexts |  |
| Management and teamwork | Ability to work across, and respect the differences between, multiple disciplines within the Faculty  Ability to foster and develop good relationships between own Faculty and the rest of the university.  Ability to work proactively with senior colleagues to develop cross-Faculty and cross-University cooperation and effectiveness  Ability to monitor and manage resources in regard to delivering the educational portfolio across the Faculty  Ability to shape a positive culture of management, leadership and engagement at all levels of the Faculty through exceptional leadership and personal example  Ability to contribute to building, supporting and maintaining a high performing inclusive management team and to support a structured approach to strategic planning.  A proven track record of achieving performance targets and supporting others to meet their performance targets. | Confidence and courage to take on challenges and to be accountable for any decisions/risks taken. |
| Communicating and influencing | People focussed and strong team ethic; build strong relationships and a culture of collaboration and teamwork, discussion and idea sharing  Clear and direct communication skills, including listening skills, empathy, and plain speech, ability to explain policy / change and give rationale for decisions  Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and others.  Ability to collaboratively create and articulate a vision for the educational direction of the Faculty  Ability to provide expert guidance to colleagues in own team, other work areas and other institutions to develop understanding and resolve complex problems  Ability to represent the Faculty / University on specific issues, as agreed with the Dean / VP(E).  Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders  Ability to achieve results through persuasion and negotiation where no direct authority exists |  |
| Other skills and behaviours | Demonstrated track record of EDI across all aspects; delivering and attention to the EDI agenda, in terms of both student cohort (education delivery & strategy) and staff (working conditions and cultures)​  Compliance with relevant Health & Safety issues; ability to contribute to ensuring that these are aligned with education activities; ability to contribute to ensuring that the Faculty has a process for appropriate risk assessment in relation to education and student activity  Positive attitude to colleagues and students  Ability to align with the University’s core values in all areas of work, and champion those behaviours in the Faculty |  |
| Special requirements |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post, with routine hazards?**

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| Yes | This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below. |