

Terms of Reference

Role:	Associate Dean (Research and Innovation)
Reports to:	Executive Dean of Faculty Dotted line responsibility to the Vice Provost (Research and Innovation)
Length of position:	Appointed for a three-year term with the possibility of renewal.
Role commitment:	It is anticipated that discharge of the Associate Dean (Research) responsibilities will, on average, occupy up to 50% of the post holder's working time. In order to keep their direct experience and knowledge of teaching up to date and be an active researcher in their field, the remainder of the time will be spent in the post holder's substantive academic role.
Allowance:	The Associate Dean (Research) receives an allowance for the duties on top of their base salary.

Role Summary

The Associate Dean (Research) is responsible for strategic leadership and development of research within the Faculty and for helping to shape the strategic direction of Research and Innovation at an institutional level. The role is central to the way in which the Departments and Research Centres within the Faculty work individually and together to cultivate high quality research and research performance.

As a key member of the senior management team in the Faculty, and a member of the Faculty Executive Board, the Associate Dean (Research) will work with senior colleagues and staff to provide advice and guidance on the development of innovative and high quality research. The Associate Dean (Research) will promote research links and engagement within the Faculty, across the University and with external organisations.

Key Accountabilities

Strategic Management

1. The development, implementation and continuous review of a Faculty Research and Innovation Strategy which is fully articulated with the University Research and Innovation Strategy.
2. The development, implementation and continuous review of a Faculty Impact Strategy which is fully articulated with the University Impact Strategy.
3. Contribute to, and represent the Faculty within the development and implementation of the University strategy for Research and Innovation. Work with the Vice-Provost (Research and Innovation), the Director of Research and Innovation Services, and the Faculty to implement and advance the strategy.

4. Contribute to, and represent the Faculty within the development and implementation of the University strategy for Impact. Work with the Vice-Provost (Research and Innovation), the Director of Research and Innovation Services, and the Faculty to implement and advance the strategy.
5. Represent the Executive Dean and the Faculty on appropriate University and Faculty Committees concerned with Research and Innovation. Chair the Faculty Research Committee, championing research and identifying practices which increase the quality and volume of basic, applied and strategic research across the Faculty.
6. Ensure that issues of academic standards and quality assurance in research, research performance and research training are addressed by the Faculty by providing professional leadership within a common framework laid down by the University.
7. To oversee, working with Heads of Departments and other senior colleagues, the effectiveness and appropriateness of the interdisciplinary research themes and research group structures within the Faculty.
8. To maximise research outputs; providing guidance to Heads of Departments/ Research Centres on research objectives, measuring and improving research performance to levels consistent with those of leading research universities.

Operational Management

9. To ensure that policies, procedures and regulations developed within the Faculty are aligned with University Research and Innovation strategies, and are implemented effectively.
10. To ensure that policies, procedures and regulations developed within the Faculty are aligned with University Impact strategy, and are implemented effectively.
11. To work with the Faculty Manager and/or Business Finance Manager to ensure that the Faculty sets and meets appropriate targets for research activity, monitoring income and expenditure associated with research, and to oversee budgets allocated to research coordination within the Faculty as designated by the Dean and to liaise with research support to ensure that PIs are supported effectively.
12. To work with the Heads of Departments/Research Centres to identify new research opportunities with the potential for significant growth and to liaise with departments on associated grant and contract submissions.
13. To work with the Heads of Departments/Research Centres and the Director of Research and Innovation Services to maximise appropriate opportunities for the commercialisation of research and monitor these activities against agreed objectives.
14. To ensure that full advantage is taken of research and knowledge transfer opportunities, working with Heads of Departments/Research Centres, Directors of Research, and Associate Deans in the other Faculties.
15. To be responsible for coordinating effort in research assessment mechanisms and in responding to initiatives of the research councils and relevant international research funding organisations.
16. To contribute to continuously improving and reviewing University research support structures through the Research Support Operational Management Group.

Relationships and Partnerships

17. Work with Associate Deans in other Faculties to ensure that opportunities are taken for cross-faculty working.

18. To be responsible for ensuring that the Faculty has appropriate means of disseminating experience of good and innovative practices in research and innovation, for monitoring the effectiveness of their operation, and for celebrating success.
19. Network, collaborate and influence colleagues and peers inside and outside the University to achieve joint projects and objectives. Act in an ambassadorial capacity for the Faculty and University both nationally and internationally.
20. Working with other senior colleagues, to have a 'duty of care' regarding the academic staff within the Faculty with regard to issues of career development in Research and Innovation.

Other

To undertake any other activities assigned from time to time by the Executive Dean, President & Vice-Chancellor, and Vice-President & Deputy-Vice Chancellor, Research and Innovation.

Person Specification /key personal attributes and characteristics:

Beyond the core academic requirement of the relevant academic role profile, the Associate Dean (Research) should:

- Have leadership skills and sufficient credibility with academic colleagues to lead the Faculty's research activities.
- Ability to contribute to the academic success and standing of the Faculty/University.
- Ability to make a major contribution to strategic management and planning.
- Ability to think strategically in order to plan and communicate a compelling vision (aligned with the Dean's wider Faculty strategy) for the Faculty research and innovation strategy to internal and external audiences.
- Have the capability and motivation to carry out managerial tasks to a high standard
- Have emotional intelligence to influence, inspire, lead, and manage in relation to complex people-related activities across an area of strategic importance to the University.
- Have the ability to develop the necessary level of financial awareness to recognise and develop new ideas and identify opportunities, and the ability to innovate within an academic context.
- Demonstrate the ability to work in a collegiate manner with colleagues within and outside the Faculty. This will require the post holder to understand the ways in which different disciplines within the Faculty carry out research and innovation and ensure that the performance of each should be judged against appropriate subject benchmarks.

The job duties and responsibilities listed in this document are intended to describe the general nature of the role and may vary over time.