



## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

---

Making an application: **\*\*INTERNAL APPOINTMENT\*\***

Applications for the role of Deputy Dean (Education), Social Sciences are invited from among the members of the Academic Staff (Ordinance 8). **Please note we are unable to consider applications from non-University of Essex employees.**

Please complete the short on-line application form, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
- a curriculum vitae - giving full details of your qualifications and experience to date.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 874588/873521/873461) for help.

**Closing Date:** 07 October 2018

**Interviews are planned for:** 25 October 2018





**JOB DESCRIPTION – Job ref (REQ01816)**

<b>Job Title and Grade:</b>	Faculty Deputy Dean (Education), Science and Health
<b>Contract:</b>	Initial 3 year fixed term with the potential for a further 3 years equating to 6 year maximum term
<b>Hours:</b>	Full time
<b>Salary:</b>	Officer holders will receive an appropriate leadership allowance in addition to your existing salary
<b>Department/Section:</b>	Faculty of Science and Health
<b>Responsible to:</b>	Faculty Executive Dean of Science and Health
<b>Reports on a day to day basis to:</b>	Faculty Executive Dean
<b>Responsible for:</b>	Faculty Progress and Assessment Officer

**Purpose of the post:**

The Deputy Dean (Education) is among the principal officers of the University. Within the context of the University’s commitment to excellence in education and the strongest possible performance in the Teaching Excellence Framework, the post-holder plays a crucial role in providing strategic leadership for education performance and enhancement across the Faculty and supporting the Executive Dean in the implementation within their Faculty of the University’s strategic objectives for undergraduate and postgraduate taught education. Working in partnership with the Pro-Vice-Chancellor (Education), Directors of Education and Heads of Department, the post-holder is a key leadership role within the Faculty. The Deputy Dean (Education) also leads the implementation within their Faculty of the University’s policies and processes for maintaining academic standards; maintaining and enhancing the student experience of the Faculty’s students; oversight of student progression and assessment and dealing with individual student cases for departments within the Faculty. The Deputy Dean (Education) is line managed by and reports to the Executive Dean, while working with Pro-Vice-Chancellor (Education) to support the effective implementation of the University’s strategic objectives for education.

The post is a full-time appointment, with 20% of the post-holder’s time allocated either to maintaining and developing their research career (for post-holders with an Academic and Research contract), or undertaking scholarship relating to their substantive academic post (for post-holders with an Academic-only contract). The Deputy Dean (Education) may only undertake other activities in their department with the express permission of their Executive Dean.

*The appointment of the Deputy Dean (Education) is governed by Ordinance 8 and is open to current Professors, Readers and Senior Lecturers.*

**FACULTY OF SCIENCE AND HEALTH**

**DUTIES OF THE ROLE**

**LEADERSHIP, EDUCATION STRATEGY AND THE STUDENT EXPERIENCE**

1. To support the Executive Dean in ensuring the effective implementation within the Faculty of the University’s strategic objectives for its educational provision in relation to taught courses.
2. Working in partnership with the Pro-Vice-Chancellor (Education), Executive Deans, Directors of Education and Heads of Department, to provide strategic leadership for education performance across the Faculty, particularly focusing on performance



measures linked to the Teaching Excellence Framework.

3. To be a proactive member of the Faculty Steering Group, including contributing strategically to Faculty planning in relation to the Faculty's educational activities.
4. To support the development and enhancement of excellence in education within the Faculty by leading and encouraging innovation in learning, teaching and assessment (whilst assuring academic quality and standards), and supporting the enhancement of the student experience by identifying and disseminating examples of good practice, working closely with the Pro-Vice-Chancellor (Education) and the Executive Dean in these areas.
5. To lead the Faculty's approach to student employability and skills, with delegated authority from the Executive Dean.
6. To strengthen educational links between departments within the Faculty, and to encourage student mobility and interdisciplinary educational initiatives both within the Faculty and between Faculties.
7. To support the University's strategic commitment to internationalisation as required, including the development and management of new and existing collaborative partnerships.
8. To engage actively with students over enhancing the student experience and excellence in education.
9. To represent the Faculty on relevant University-level committees, as set out in the University's Ordinances.
10. To support the development of University strategy and policy relating to education (for example serving on and/or chairing task and finish groups), working closely with the Pro-Vice-Chancellor (Education).
11. To serve on Studentship selection committees, for example, those dealing with scholarships and various travel studentships.

#### **ACADEMIC QUALITY AND STANDARDS**

##### **Under delegated authority from the Executive Dean:**

12. To be responsible for the assurance and enhancement of the quality of the Faculty's academic provision, including programme approval, monitoring and review as appropriate.
13. To assist with the approval, monitoring and review of academic provision at the University's partner colleges and international collaborative provision.
14. To be responsible for the scrutiny and approval of assessment and examination matters within the Faculty including:
  - a. supporting the Executive Dean's roles in appointment of taught course External Examiners, review of External Examiner reports, composition of Boards of Examiners and chairing meetings of Boards of Examiners for taught student provision (this may also include chairing meetings of Boards of Examiners outside of the Faculty)
  - b. supporting the Essex Abroad Office by chairing Boards of Examiners for students who have participated in a period of study abroad as part of their degree course (either from the University of Essex or from another institution)
15. To serve as Deputy Chair of the Faculty Education Committee, and to support the Executive Dean in the management of the Committee's business.

#### **STUDENT CASE WORK**



16. To be responsible, in consultation with the relevant professional services team in the Academic Section, for dealing with individual taught student cases on matters including academic progress, alleged academic offences, temporary withdrawal, change of course and special syllabus requests.
17. To assist from time to time with individual student cases from outside the Faculty as appropriate.

#### **OTHER DUTIES**

18. To be a member of Departmental Review Panels.
19. To undertake other such duties as may be assigned from time to time by the Executive Dean.

#### **KEY RELATIONSHIPS AND CONTRACTS**

The key internal relationships of the Deputy Dean (Education) are with the Pro-Vice- Chancellor (Education), the relevant Executive Dean, their Faculty Manager (and wider Faculty support team), the Directors of Education and Heads of Department within their Faculty and the Quality and Academic Development Manager based within the Academic Section. They will also work closely with other members of the Academic Section, including the Progress team, Partnerships team, Assessment team and the Employability and Careers Centre and Learning and Development in the Human Resources team.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

***For Academic posts only:*** It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

#### **Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:  
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>



**PERSON SPECIFICATION**

**JOB TITLE: Faculty Deputy Dean (Education), Science and Health**

**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>The academic standing within the University to gain and retain academic credibility within the University's academic community</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>A strong track record of leadership and management in the development and enhancement of education portfolios</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Experience of leading and managing effectively one or more programmes within their department, or of other significant management responsibilities for taught educational provision at departmental or Faculty level.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Knowledge and experience of the University's policies and procedures for assuring academic quality and standards</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Knowledge and experience of the University's policies and processes as they relate to the management of taught student casework.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Experience of chairing meetings.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Well-developed analytical and problem solving skills</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Strong communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues and members of professional support services in order to achieve strategic objectives by working with and through others.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The ability to establish positive and effective working relationships with colleagues at all levels of the University.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A strong commitment to the University's mission of delivering excellence in both education and research, and to fostering and promoting the links between these two areas of activity</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A strong commitment to the University Values that underpin Essex's mission and Strategic Plan</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Ability to meet the requirements of UK 'right to work' legislation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**September 2018**



## **ADDITIONAL INFORMATION**

### **Department**

#### **Faculty of Science and Health**

You can find more information about the department at the following link <https://www1.essex.ac.uk/sh/>

### **General information**

#### **Full time**

#### **Informal enquiries may be made to:**

Prospective applicants may wish to contact Professor Madeline Eacott, PVC (Education) or Professor Graham Underwood, Executive Dean (Science and Health) or Dr David Penman, Deputy Dean (Education) for information about the nature of the role. Any such consultations will form no part of the formal selection process.

Appointment to this role will be for a fixed-term of 3 years, with the possibility of renewal for a further 3 year period, and will include a £5,000 leadership allowance each year in addition to your annual salary. However, all applications must be made online.

#### **This document is produced by:**

**Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588/873461  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**

**September 2018**