

Professor Andrew Le Sueur, Executive Dean (Faculty of Humanities)

Role of Executive Dean (Faculty of Humanities)

The Executive Dean for the Faculty of Humanities is a member of the University's executive leadership team and provides academic leadership to the Faculty in its pursuit of the purpose, aims and objectives set out in the University's Strategic Plan.

He is responsible for the strategic leadership and management of the Faculty including devolved responsibility for financial management.

He line manages the Faculty Deputy Dean (Education), Deputy Dean (Research) and the Heads of Department in the Faculty and is directly supported by a Faculty support team led by a Faculty Manager, and by relevant colleagues in professional services.

The Executive Dean is a member of the University Steering Group and Senate.

To make an appointment to see Professor Le Sueur, please contact Julie Storey on 01206 874406 or email humadmin@essex.ac.uk

Duties of Executive Dean (Faculty of Humanities)

1. To work as a key member of the University's executive leadership team, playing a central role in the development and implementation of the University's Strategic Plan and the strategic planning process that supports achievement of the aims and objectives set out in this Plan.
2. To work with other members of the University's executive leadership team to promote pan-University co-operation and collaboration in pursuit of the purpose, aims and objectives set out in the University's Strategic Plan.
3. To work closely with the PVC – Education to support the development of University strategy and policies to assure and enhance the student learning experience, and ensure the effective implementation of these within their Faculty.
4. To work closely with the PVC – Research to support the development of the University's research strategy and policies, and ensure the effective implementation of these within their Faculty.
5. To provide academic leadership to the Faculty in its pursuit of the purpose, aims and objectives set out in the University's Strategic Plan.
6. To set by personal example the priority attached to leadership and its development within the University.
7. To lead the implementation within their Faculty of the University's strategic planning process. This includes the development of departmental and Faculty

plans and budgets that support achievement of the aims and objectives set out in the University's Strategic Plan, and monitoring the performance of the Faculty and its constituent departments to ensure achievement of the University's Key Performance Indicators within their Faculty.

8. To plan, propose and (if approved) manage any relevant changes in the Faculty, including in its academic portfolio and departmental structure.
9. To be responsible and accountable for the financial and other resources allocated to the Faculty and their deployment, in order to support achievement of the aims and objectives set out in the University's Strategic Plan.
10. To be responsible for leading student recruitment within the Faculty, and for liaison with the appropriate professional services in relation to recruitment.
11. To be responsible for the effective implementation within the Faculty of the University's agreed human resources policies and procedures, including chairing all appointment panels for academic staff within the Faculty and representing the Faculty on Academic Staffing Committee.
12. To chair the Faculty Steering Group and the Faculty Education Committee, and other relevant Faculty committees and groups.
13. To ensure the effective implementation the University's Health and Safety policy and management systems within their Faculty.
14. To represent the University nationally and internationally, and to influence national and international policies and agendas on behalf of the University.
15. To undertake ceremonial duties, including attending and, in the case of collaborative partners, presiding over graduation ceremonies.
16. To provide strategic academic leadership for pan-University projects and/or areas of activity as assigned by the Vice-Chancellor, to support institutional achievement of the objectives set out in the University's Strategic Plan.
17. To undertake research at the highest level as a member of an appropriate department within the University.
18. To carry out any other duties as determined from time to time by the Vice-Chancellor or his/her nominee.