

JOB DESCRIPTION

SECTION 1 – BASIC DATA

Job Holder's Name:		Job Title:	Academic Dean
Reports to:	Provost	Location:	London/Home
Department:	Higher Education	Job Family:	Management

SECTION 2

DEPARTMENT STRUCTURE

To be confirmed

SECTION 3

OVERALL JOB PURPOSE

The Academic Dean is a senior academic management role with a key responsibility for the management of learning & teaching and quality assurance. You will deliver clear leadership, a strong strategic vision and adopt an evidence-based approach to judgements and decisions.

The Academic Dean will lead and advise on the strategic development and enhancement of the curriculum and student experience and bring extensive experience of both distance learning/online and face-to-face pedagogy. You will have an academic background in a curriculum area central to the institution's portfolio.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- In delivering the institution's strategic and business plans, to ensure that paramount consideration is given to (1) the student experience and student success in the development and delivery of qualifications, curriculum, and teaching; and (2) the demands of external regulation.
- To be an active member of the senior leadership team of the Institution, by collaboratively shaping and influencing institution-wide strategic objectives, initiatives and projects.
- To Chair key academic committees and working groups.
- Leading on institution-wide projects to deliver strategic objectives.
- To use a variety of leadership and influencing behaviours to support the development and management the institution to ensure the delivery of its teaching and research strategies through effective planning and management of resources.

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- To line-manage academic and professional services staff.
- To provide leadership for academic innovation.
- Enhancing the of the institution by representing the institution externally, and by encouraging and facilitating other academics to act likewise, to ensure that the Institution has strong academic credibility and standing in the eyes of key external stakeholders.
- To ensure that appropriate structures, tools and processes exist throughout the Institution whereby standards for quality assurance and compliance are maintained at required levels and implementing mitigating actions to manage risks.
- To be familiar with and keep up to date with the UK HE landscape and understand how to position the Institution and its academic endeavours to the best possible advantage within this.
- To identify opportunities for income generation, through diversification of sources and streams in line with Institutional strategy and priorities.

PERSONAL ATTRIBUTES

Leading others to achieve results

- Motivates and inspires others to succeed through collaborative leadership and by fostering a culture of high performance individually and within teams.
- Demonstrates respect, openness and inclusivity towards all colleagues and an understanding of equality and diversity.
- A strong commitment to excellence in inclusive learning and teaching for a diverse student population.

Influencing

- Proven ability to influence across a complex organisation, challenges professionally and constructively, proposing and negotiating alternative options when needed.
- Builds rapport with others both at peer level and with a range of colleagues at different grades and levels of responsibility, inspiring trust and integrity amongst all such audiences
- Excellent communications skills to audiences with diverse backgrounds and agendas, including communicating and obtaining buy-in to complex subjects and difficult decisions.

Personal Resilience

- An appetite for change demonstrating resilience within a constantly changing environment with conflicting priorities and demands.
- Ability to take initiative and act on problems and opportunities to reach successful outcomes when faced with setbacks or pressures.

CONTACTS AND INFLUENCE EXERCISED

The Academic Dean will work with staff within the institution and with external stakeholders.

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DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on The London Institute of Banking & Finance objectives	

ANY ADDITIONAL FEATURES OF NOTE

None.

Signed Date
JOB HOLDER

Signed Date
MANAGER

PERSON SPECIFICATION

Job Title: Academic Dean
Reports to: Provost
Department: Higher Education

Qualifications, knowledge and professional memberships	Essential / desirable?	
PhD in a discipline relevant to the Institution	E	
PGCE/PGCHE or equivalent qualification or award (e.g. SFHEA).	E	
Previous senior management roles within the UK University sector and extensive experience of line-managing academic staff. With understanding of leading and managing people to deliver high performance.	E	
Demonstrable strong commercial awareness in the UK HE context	E	
Excellence in teaching and management of teaching, and deep understanding of the student experience and quality assurance gained in a UK university context.	E	
Technical Skills and Experience		
Academic excellence in scholarship demonstrated by relevant publications and/or track record of research and scholarship excellence.	E	
Experience of successfully developing and managing at-scale online programmes in the UK.	E	
Experience of leading and managing complex projects involving multiple participants and in academic partnerships.	E	
Evidence of success and innovation in teaching and in the development, design, validation and introduction of new curriculum and delivery models	E	
Proven ability to develop networks and strategic relationships with key internal and external stakeholders.	E	
Strong intercultural awareness, with significant experience in academic partnerships, corporate partnerships and international higher education.	E	
Experience of managing international student cohorts and successfully delivering excellent engagement and outcomes;	E	
Knowledge of UKVI requirements and experience of successfully managing these	E	
Understands complex tasks and issues and how to navigate and negotiate options and solutions.	E	
Ability to develop strategy and concepts and translate this into business plans and risk mitigation leading to operational success.	E	
Understanding of resource planning to maximise resources to secure financial sustainability, flexing and responding to meet changing needs, challenges and opportunities.	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C

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<i>Skills and Experience</i>	Essential / desirable?	Core or Enhanced
Communicating effectively	E	E
Business thinking	E	E
Developing Yourself	E	E
Getting things done to achieve results	E	E
Digital Capability	E	E
The Customer Experience	E	E
Managing quality and standards	E	E
Applying judgement and taking decisions	E	E