



Post: Deputy Dean (Professor)
College: University of Exeter Business School
Reference P68631
Reporting to: Pro-Vice Chancellor and Executive Dean

The School is seeking to appoint a full time Deputy Dean who, through a team of Heads of Department, will provide leadership to our current c220-strong faculty, and support for our ambitious programme of investment to grow our faculty numbers.

The successful candidate will be expected to continue to undertake a substantive programme of research or pedagogical activity in a discipline complementary to our current portfolio of activity (<http://business-school.exeter.ac.uk/about/departments/>). The successful candidate will be an innovative researcher or educator, with a strong and current record of research funding and international quality publications. Therefore the post holder will be a leading international figure.

The University of Exeter Business School

Colleagues at the University of Exeter Business School share the vision to be recognised globally for bringing together outstanding students, faculty and corporate partners to develop exceptionally able and employable graduates and create distinctive research of the highest calibre and relevance. In order to have this influence on the world stage, we recognise that we need to deliver outstanding and innovative business education and research that address the major challenges confronting businesses and society.

We are driven by our shared goals: to conduct research which makes a unique and important economic and social contribution to organisations and society, and to deliver outstanding research inspired teaching and learning.

The School has ambitious growth plans. Over the next 3 years we aim to invest over £5m in new academic staff, expand our growing network of research centres, grow the diversity of the educational programmes we offer and deliver new partnerships with businesses and international institutions. In our drive for excellence, we are also investing over a £1m in Professional Services support and multi-millions of pounds in our campus infrastructure.

The role

The Deputy Dean role is an exciting opportunity to contribute to the leadership of the School as we embark on our bold plan to become one of the leading Business Schools in the UK and the World.

As an established academic leader, you will work with our team of Heads of Department to support every member of faculty to be the very best academic they can be, ensuring that it is clear how each contributes to achievement of their departmental and the School strategy; how they are supported to achieve their goals in research, education and impact; how they successfully progress their careers, develop themselves and grow their leadership capability.

As a member of the School's executive team, the Deputy Dean will contribute more widely to the leadership of the School, making a significant contribution to the delivery of the School's challenging research strategy and expanding education portfolio and our drive to provide an outstanding student experience.

It is essential that the Deputy Dean is able to think dynamically and entrepreneurially about the School's ambitions and is able to align and motivate staff at all levels to achieve our strategic plans.

In order to be successful, the Deputy Dean will be accountable for:

- Supporting Heads of Department to lead, manage and develop their teams, ensuring that the School's ethos of personal excellence and performance development is transparent for every member of faculty;
- Ensuring, through Heads of Department and the School's academic leadership structure, that the continuous process of performance review and development is in place and effective for all faculty;
- Supporting Heads of Department to respond appropriately to cases of retention, performance, attendance and other staffing issues;
- Leading on staff recruitment across the School;
- Working with the School's Director of College Operations to create a robust submission to the University's annual planning process;
- Leading the School's workload allocation process
- Applying the principles of the School's IDEAL initiative – Inclusion, Diversity, Equality, Access and Leadership – to all decision making

The Deputy Dean role embraces two distinct aspects; a managerial element and a substantive academic position. Our intention is that the successful candidate will contribute significantly in both capacities.

As a Professor in the Business School, the successful candidate will be expected to:

- Lead and co-ordinate research activity in a defined area of activity;
- Manage research and other collaborative partnerships with other educational institutions or other bodies;
- Lead bids for research, consultancy and other additional funds;
- Write publications of the appropriate defined standard or disseminate research findings using media appropriate;
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the institution;
- Lead the development of new and creative approaches in responding to research challenges;
- Plan and implement research projects and monitor progress to ensure the achievement of financial and research objectives;
- Design, develop and deliver a range of programmes of study at various levels;
- Work closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy;
- Promote and market the work of the School in the subject area both nationally and internationally;

This job description summarises the main duties and accountabilities of the Deputy Dean position and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments	Senior academic and leading authority with an international reputation	Ability to attract world-class Academics to join research group or subject area

	Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field	Have a strong record in attracting research and/or scholarship funding Member of the HEA at Principle Fellow level or above
Prior Experience	Credible academic leader Strong track record of innovative research and producing international quality publications Experience in securing research funding and achieving impact Proven track record of innovation and excellence in scholarship and education development Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues	Experience of setting and achieving targets and metrics Experience of alumni and development including fundraising from donors Experience of designing and leading on educational projects regionally/nationally
Skills and Abilities	Ability to foster positive inter-disciplinary team working Ability to communicate vision and strategy effectively with a range of colleagues within the Business School, across the University and with user groups Experience and understanding of working in different cultural environments Ability to effectively develop and implement strategies to achieve desired outcomes Proven leadership skills	Have an active and supportive approach to inter-disciplinary and multi-disciplinary working and research, that will help to foster interactions and links both within the University and externally

Before submitting an application you may wish to discuss the post further by contacting Professor David Allen, Pro-Vice Chancellor and Executive Dean through his PA, Ophelia Lindley at O.B.Lindley@exeter.ac.uk.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.