

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Associate Dean Knowledge Exchange	Salary: £62,226-79,129 p.a.
Grade: Individual contract	Location: Central Saint Martins, Kings Cross
Reports to: Dean of Academic Strategy <i>Professional accountability to Director of Business and Innovation & Deans of Academic Programmes.</i>	Section: Head of College Office
Purpose of Role: The role of Associate Dean: Knowledge Exchange has three main priorities: <ul style="list-style-type: none"> • To strategically lead, manage and coordinate the development of Knowledge Exchange activities in partnership with the Pro-Vice Chancellor, Dean of Academic Strategy and Directors of Business and Innovation. The role is mainly academically oriented, supporting and developing academic colleagues in defining and developing Knowledge Exchange activities, as well as acting as an external advocate for the wide range of Knowledge Exchange work across the college from outreach to profit-making consultancy • To strategically lead, manage and support the development and promotion of work-based and placement learning activity, life-long learning and employability across the curriculum in keeping with the College's commitments to social justice, diverse and inclusive learning environments and sustainability • Working with the Academic Strategy team to support designated programme teams in their engagement with and development of a high quality academic culture and good practice in course development, validation and re-approval, and the on-going embedding of these practices throughout the academic year. 	
Duties and responsibilities <u>Leadership and Management: Knowledge Exchange</u> <ul style="list-style-type: none"> • Lead the development and delivery of the College's Knowledge Exchange strategy from an academic perspective as well as contribute to the UAL Knowledge Exchange strategy • Responsibility with the Director of Business and Innovation for the development and delivery of all the College's Knowledge Exchange including: reporting, liaising with and supporting the College and wider university in exercises, initiatives and requirements relating to the Knowledge Exchange Framework, HEIF funding and HE-BCI • Work with the Director of Business and Innovation to contribute to the development of enterprise and income generating activities, and in particular working with academics on the development of income generating projects • Work tactically with the Associate Dean of Research and the Directors of Business & Innovation in the coherent and effective development and support of grant applications, consultancy and funding bids to support staff academic endeavour and income targets 	

- Provide oversight to the College Executive team for data relating to Knowledge Exchange activities; identifying key issues and action points as well as development /improvement strategies and co-ordinate and support academic staff in the implementation of recommendations
- Work with Deans of Academic Programmes on the embedding of Knowledge Exchange into curricula at all levels and increase Knowledge Exchange opportunities and activities
- Working in collaboration with the Academic Strategy team, manage, support and deliver the College's academic strategy through the provision of staff development activities relating to Knowledge Exchange
- Through liaison with the University's Director of Knowledge Exchange and Director of Business and Innovation, provide and act as a reference point for external and internal Knowledge Exchange policy developments as well as compliance with relevant academic standards
- Chair College committees e.g. Knowledge Exchange and Membership of relevant college committees
- Represent the College at UAL Knowledge Exchange Committee and other relevant UAL committees and meetings
- Work in collaboration with UAL's Careers and Employability team to maximise the connections between College and University teams

Leadership and Management: Work-Based Learning and Employability

- Lead the development, implementation, delivery and monitoring of the College's strategy for work-based and placement learning and employability work
- Oversee the co-ordination of employer-facing and employability curriculum development, working in partnership with the Directors of Business and Innovation
- Join-up and co-ordinate employer engagement/liaison across the College in relation to work-based learning, internships, industry mentoring and related student opportunities
- Oversee the development and management of administrative, quality and student-focussed support for work-based, placement and other related learning opportunities, including bursary activity

Academic Support

- Support the development of staff practices in relation to Knowledge Exchange, and specifically academic colleagues in the College on Knowledge Exchange pathways
- Work with the Deans of Academic Programmes and other Associate Deans in supporting programmes and courses through processes of monitoring, validation and enhancement, and ensuring quality assurance and enhancement activities are embedded in these processes

- Working with the Dean of Academic Strategy and Quality Manager, ensure standards for the College in the processes and practices of course development, validation, enhanced monitoring and revalidation.
- Identify and disseminate good practice in academic development and support Dean of Academic Strategy to undertake 'business planning' and course costing of new course initiatives.

General

- Contribute to the effective leadership and efficient management of the College by being an active member of College management teams and convening management teams appropriate to your areas of responsibility
- To undertake health and safety duties and responsibilities appropriate to the role
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships

- Head of College/Pro Vice Chancellor
- Dean of Academic Strategy and Deans of Academic Programmes
- Directors of College Innovation and Business, and their team
- Director of Knowledge Exchange, UAL
- Head of Careers and Employability, UAL
- Associate Deans for Research, Student Experience and Teaching and Learning
- Head of Registry and Placement Leads in Academic Registry

Specific Management Responsibilities

Budgets: Manage ongoing/project-related budgets associated with key areas of responsibility as determined with the Executive team.

Staff: Line management responsibility to be determined.

Other: Significant task leadership and management responsibility

Person Specification: Associate Dean Knowledge Exchange

<p>Specialist Knowledge/Qualifications</p>	<p>A knowledge exchange specialist with appropriate expertise in areas relevant to the Central Saint Martins' disciplinary range (i.e. a background in industry, design entrepreneurship, and/or social innovation)</p> <p>Postgraduate qualification in related subject or equivalent professional experience</p> <p>Knowledge of educational pedagogy and current issues in FE, UG, PG and Research and Knowledge Exchange</p> <p>Experience of shaping and influencing academic developments in relation to Knowledge Exchange with demonstrable experience of working towards social justice goals, widening participation, and an appreciation and commitment to ethical practices</p> <p>A proven track record of success in income generation and project development in innovation management, knowledge exchange or at managerial level in the higher education sector.</p> <p>Membership of appropriate professional associations</p>
<p>Relevant Experience</p>	<p>Knowledge and awareness of national Knowledge Exchange and Creative Economy agendas as well as the relevant potential support mechanisms and institutions</p> <p>Knowledge and awareness of work-based curriculum development and employability practice and innovation</p> <p>Experience of developing approaches to formal as well as alternative funding mechanisms to support Knowledge Exchange and enterprise</p> <p>Experience of developing and implementing processes and protocols to support and nurture a practical approach to an enterprise agenda</p> <p>Ability to scenario plan, risk manage, set and implement strategy at a time of change in the HE sector.</p> <p>In the context of Knowledge Exchange a track record of working with and beyond the academy with senior figures from industry, business and/or the public sector in relation to developing substantial strategic partnerships with industry and cultural sectors both nationally and internationally</p>
<p>Communication Skills</p>	<p>Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way</p>

ual:

	Excellent inter-personal and team building skills. An effective communicator with researchers, faculty, non-academic staff, students and external stakeholders.
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries Fosters an environment that embraces change, helps others to accept new ideas and make change happen
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Proven ability to translate potential and capacity into workflow plans and effectively manages operational activities or large projects to achieve delivery of results
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

HERA Code: 000591

CENTRAL SAINT MARTINS

Organisation

