

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Dean of School of Design and Technology

Accountable to: Pro Vice Chancellor/
Head of College

Contract Length: Permanent

Hours per week: 37

Weeks per year: All

Salary: circa £80,000

Grade: Individual

Location: 105 Carpenters Road, Stratford E20 2AR

College: London College of Fashion

Purpose of Job

To provide academic and managerial leadership for the School of Design and Technology and to contribute to the strategic development of the College and thereby the University.

As a member of the College Executive Group, the Dean will lead the development and delivery of the curriculum in the School, with responsibility for ensuring that all learning and teaching is supported by appropriate and effective digital and physical learning environments. Leadership of the School includes as a priority the delivery of excellent student experience and strong graduate outcomes.

The Dean will also build and maintain an academic environment which promotes outstanding research, creative practice and public-facing knowledge exchange.

Duties and Responsibilities

Management

- To provide academic and managerial leadership for a world-class School of Design and Technology, delivering effective management to the academic and support teams of the School, within a culture of inclusivity.
- To lead the School in the delivery of the objectives of the UAL Strategy and College Operating Plan, including meeting key performance indicators.
- To fully participate in the Operational and Strategic Development processes for the College, having key input relating to student number planning and resource requirements, both human and physical, to support the School's curriculum offer.
- To advise the College's Executive Group and Management Team on the ways in which the Design and Technology portfolio articulates and collaborates with the School of Media and Communication and the Fashion Business School, as well as with other Colleges in the University, and with other national and international institutions.
- To manage and optimise the use of all resources allocated to the School of Design and Technology, working within budget at all times.
- To line manage staff as appropriate.
- To chair the School Board of Studies, in order to foster and promote internal level academic development, discussion and communication.
- To hold responsibility for day-to-day staff and student discipline.
- To have responsibility for staff development and for staff professional practice.

- To be an advocate for the University's social purpose objectives in all School activities, including promoting inclusion and fairness in education, and supporting the work of the Climate Action group.

Curriculum/Student Related

- To develop a progressive course portfolio for the School of Design and Technology that will position the School as a global leader for fashion education in the design and technology related subject areas.
- To oversee the marketing and recruitment to the School's portfolio of courses (in conjunction with the College's Executive Group), the School's student enrolment and subsequent monitoring/recording (in conjunction with Academic Registry).
- To be responsible for the on going promotion and development of the School's curriculum offer, ensuring the School's continuing leadership in educational developments within the design and technology fashion related industries. A specific focus is on course developments to mirror technological advancements within the industry.
- To be responsible for the development of new courses and the operation of the existing programmes of work, and to achieve the highest possible academic standards for courses. This includes the oversight of academic curriculum validation and review processes for new and existing courses, and for the maintenance of quality procedures for the School's curriculum offer.
- To positively promote an excellent student experience, evidenced through student feedback mechanisms, to ensure that the student learning experience is at the forefront of curriculum development. This to incorporate a learning path that fully prepares the School's diverse student body for the ever changing demands of the global fashion design and technology creative industries.
- To have responsibility for student progression opportunity, ensuring the curriculum offer prepares students for progression from undergraduate study through to the postgraduate curriculum offer. This includes the provision for academic staff to fully network and liaise to ensure curriculum content supports student progression opportunity.
- To facilitate and promote the development of new approaches to learning and teaching, incorporating the identification, implementation and dissemination of evolving and innovative quality learning and teaching practice.
- To chair all Examination Boards for the School of Design and Technology, and to have overall responsibility for examination and assessment practices undertaken within the School.

Research and Knowledge Exchange

- To lead the School in the delivery of the objectives of the UAL research strategy, including meeting key performance indicators.
- To contribute to the research and Knowledge Exchange profile of the College and the University and to continue to develop professional practice.
- To positively foster the development of a strong and progressive research and knowledge exchange culture amongst all academic staff attached to the School, and in collaboration with the Executive Group and Dean of Research, Knowledge Exchange.
- To manage the Director of the Centre for Sustainable Fashion, and support the Director in providing leadership of the Centre and its work.

External Relationships

- To be responsible for developing strategic links with industry networks, through fostering key

relationships with industry to positively promote and support the work of the School. This work to include the School's participation in joint project work with industry partners.

- In collaboration with the College Director of the International Office, to develop strong partnerships and networks with appropriate national and international academic institutions, and with a broad range of industry partners from the global creative industries sector.

Other Duties

- The Dean will also undertake such other duties as may be defined by the Pro Vice Chancellor / Head of College.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- 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 in adherence to data protection policies 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:

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required, including:

- LCF Executive Group
- Deputy Vice-Chancellor (Education)
- Deans across UAL
- University Strategy Group
- HR Business Partner
- Centre for Sustainable Fashion
- External Partnership Leads
- East Bank Partners
- Fashion Industry Partners

Specific Management Responsibilities

Budgets: Responsibility for managing the School budgets, including staffing costs, non-staffing costs.

Staff: Direct line management of the School's Senior Leadership Team (8-12 direct reports)

Other: Equipment, accommodation as appropriate

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Grade: Dean

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Post Graduate qualification in a creative industries related area • PhD in subject area (or equivalent in qualifications or professional experience) • Is recognised as a leading authority in their subject or profession with widespread public or professional recognition within their institution and amongst external peers based on demonstrated expertise. • A demonstrable knowledge of past and present organisations and trends in the UK and world fashion/creative industries • A specific knowledge of the inter-relation between advanced manufacturing technologies and the design concept of the fashion/creative industries • A demonstrable knowledge of academic provision, trends and issues in Universities, both national and global, informed of the particular features of fashion related courses at FE/HE/PG level. • A demonstrable knowledge of one or more fields of contemporary fashion related research and KE, and the mechanisms for managing and funding researchers. • Knowledge of commercialising fashion/creative industries courses, facilities and research and KE for income generation purposes.
Relevant Experience	<ul style="list-style-type: none"> • A substantial record of teaching, research and/or professional practice in one or more of the School's specialist areas. • Experience of teaching in a Higher Education Institution. • Substantial experience of leading and motivating large and diverse teams in the HE sector. • Experience of shaping and influencing developments within college/ organisation through own contribution to area of expertise. • A demonstrable knowledge of past and present organisations and trends in global fashion/creative industries.
Communication Skills	Communicates in a compelling and influential way. Adapts the style and message to a diverse internal or external audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads effectively, setting the direction of one or more function and promoting collaboration across formal boundaries
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	Effectively plans, prioritises and manages complex projects or activities to achieve long term strategic objectives
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	Initiates innovative solutions to problems which have a strategic impact

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.