

JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title: Dean of Performance Arts and Foundation		Accountable to: Pro-Vice Chancellor, Camberwell, Chelsea and Wimbledon Colleges
Contract Length: Permanent	Hours per week/FTE: 37	Weeks per year: 52
Salary: circa £80,000 pa		Grade: Individual Contract
College/Service: Camberwell, Chelsea and Wimbledon		Location: Camberwell College/Foundation Centre, Chelsea College, Wimbledon College.
Purpose of Role: <ul style="list-style-type: none"> • Provide effective academic leadership, management and strategic direction for the Performance Arts programmes (UG and PG) across learning and teaching, research and knowledge exchange, aligned with the Vision for each college. • Provide a high quality academic experience for students and a stimulating environment for the staff • Support the PVC on all aspects of strategic planning, financial management, budgeting and deployment of staff and other resources • Continually develop high personal, professional and academic standing in Performance Arts 		
Duties and Responsibilities <ul style="list-style-type: none"> • Play a full and constructive part in the Colleges' Executive team, providing strategic academic development expertise to the Colleges' strategic plan and annual operating plan and achieving agreed business plan objectives. • Lead and develop the Performance Arts portfolio across the colleges and work with the Executive Team and programme directors to develop a world leading academic offer aligned to the Visions for Camberwell, Chelsea and Wimbledon colleges. • Ensure the academic student experience is positive and responds to issues raised through as NSS, PTES and other channels and strategies to improve retention, progression and attainment are implemented. • Provide academic leadership to the subject across the colleges, ensuring that the academic offer is fully coordinated and accommodated at each site and in every aspect of its operation and playing a leading role in developing Performance Arts research. • Provide academic leadership for the Camberwell, Chelsea and Wimbledon Foundation Centre, ensuring that the academic offer is fully co-ordinated in every aspect of its operation including progression and widening participation activity. • Where appropriate chair or participate in relevant committees and working groups across the Colleges, or wider University. • As a member of the University's senior staff team, play a full role in the corporate management of the University, engaging in the strategic planning process and ensuring team understanding of University-wide, CCW Colleges' and subject group direction and objectives. • Lead, manage and support the team of academic staff, including engaging in line management activities such as recruitment and selection, effective performance management, application of the Professional Review scheme (PRA) and academic and support for professional development activity. • Lead a team of staff during significant change, providing a positive personal example and engaging with and taking forward the corporate change agenda. • Ensure that programmes are managed effectively according to University regulations, professional body accreditation requirements and relevant quality assurance procedures, ensuring a climate of continual improvement in the quality of taught programmes and appropriate engagement in programme development. • Maintain, develop and enhance the Performance Arts course portfolio at all levels in the context of University objectives and priorities, including widening participation, employer engagement, part-time and 		

flexible delivery and overseas activities

- Monitor the financial and academic sustainability of the existing portfolio and propose developments, revisions or closures of courses as necessary.
- Lead and support effective student recruitment activity across the Performance Arts subject group.
- Work proactively to support development of additional sources of income for research, consultancy, knowledge exchange projects, short courses and taught courses and programmes, ensuring a high level of engagement by staff in academic enterprise activities.
- Ensure that the University's academic and other policies are fully and effectively implemented within the Colleges.
- Effectively plan, manage and monitor budgets in all areas of responsibility, conducting all financial matters in accordance with the University's policies and procedures, and as laid down in the Financial Regulations
- Develop and promote the Performance Arts portfolio through local and industry links, and national and international strategic partnerships.
- Promote the Performance Arts subject group and Colleges' activities and reputation internally, nationally and internationally.

General

- Perform such duties consistent with the role as may from time to time be assigned
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in own and others' work.
- Undertake continuous personal and professional development
- Make full use of information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

Internal

Camberwell Chelsea Wimbledon

- Pro –Vice Chancellor/Head of Colleges
- Subject Deans
- Dean of Academic Development and Student Communities
- Director of College Administration
- Associate Deans
- Director of Change Management
- Director of Marketing and Communications
- Director of International
- Head of Technical Resources
- HR Business Partner
- Professors, Readers and Research Teams
- Programme Directors and Course Leaders

Specific Management Responsibilities

Budgets: Staffing budgets, consumables, staff development

Staff: Programme Directors, Course Leaders, academic teaching teams, Professors, Readers and Researchers, Associate Dean (College)

Other

Person Specification: Dean of Performance Arts and Foundation

E= Essential
D= Desirable

Specialist Knowledge/ Qualifications	<p>Postgraduate degree or equivalent. (E)</p> <p>Extensive knowledge of curriculum design and quality processes in Higher Education. (E)</p> <p>A demonstrable research record and/or evidence of leading international subject based networks to the level of being regarded as a leading authority in Performance Arts education by both internal and external peers. (E)</p> <p>Membership of a relevant professional body. (D)</p> <p>Knowledge of professional performance arts practice. (E)</p>
Relevant Experience	<p>Proven record of academic leadership and management including programme development and innovation in teaching and learning. (E)</p> <p>Evidence of leading Performance Arts research teams and /or international Performance Arts networks. (E)</p> <p>Record of successful engagement in knowledge exchange/research activity. (E)</p> <p>Experience in successfully securing and managing external funding. (D)</p> <p>Demonstrates insight and understanding of the future of the subject to drive forward its development with credibility (E)</p> <p>Considerable experience in managing/monitoring budgets and staff deployment. (E)</p> <p>Experience of Performance Arts practice. (E)</p>
Communication and Engagement Skills	<p>Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience. (E)</p> <p>Role models and promotes a positive and engaged working culture, motivating geographically dispersed teams towards achieving objectives. (E)</p> <p>Proven negotiation and diplomatic skills. (E)</p>
Leadership Skills	<p>Builds passion and commitment toward common goals, setting the direction of one or more functions and promoting collaboration across formal boundaries. (E)</p> <p>Creates an environment that embraces change, helps others to accept new ideas and make change happen (E)</p> <p>Proactively builds and aligns stakeholders, capabilities and resources for getting things done quickly and achieving objectives (E)</p> <p>Acts as a positive role model at all times (E)</p>

	Demonstrates ability to mobilise and motivate others towards delivering a strategic Vision and supporting plan (E)
Research, Teaching and Learning	<p>Able to innovatively deploy academic teams across a range of performance arts disciplines. (E)</p> <p>Proven record of innovative approaches to Learning and Teaching. (E)</p> <p>Proven record of integrating research and knowledge exchange into the curriculum. (E)</p> <p>Proven record of initiating and maintaining cross disciplinary work. (E)</p>
Management and Planning	<p>Effectively plans, prioritises and manages the delivery of complex projects or activities to achieve long term strategic objectives. (E)</p> <p>Demonstrates a commitment to supporting the development of others. (E)</p>
Teamwork	<p>Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration. (E)</p> <p>Builds and maintains positive working relationships (E)</p> <p>Demonstrates ability to manage across teams, encouraging contribution and involvement from staff at all levels and encouraging individual and collaborative achievement (E)</p>
Student experience or customer service	Leads the improvement of the student and customer experience and promotes an inclusive environment for students, colleagues or customers. (E)
Creativity, Innovation and Problem Solving	<p>Initiates innovative solutions to problems which have a strategic impact. (E)</p> <p>Ability to identify and resolve complex or sensitive issues to achieve positive outcomes. (E)</p> <p>Integrates information from all sources to develop a well-informed, diverse perspective that can be used to optimise organisational performance (E)</p>

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.