

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Dean of Research and Director of Graduate School

Accountable to: Pro Vice Chancellor

Contract Length: Permanent

FTE: 1.00

Weeks per year: AYR

Salary: c. £61,000– £71,104

Grade: Individual Contract

College/Service: London College of Communication

Location: London College of Communication

Purpose of Job

Working with the Head of College and the Deans of School and the UAL (University of the Arts London) Research Management and Administration Service, the post holder will be involved in the development, management and support of the College's Research environment, contributing to strategic research planning at College level. The post holder will play a pivotal role in supporting funding bids with a view to securing significant external funding from a variety of sources. It is also expected that the post holder will be an active researcher in one of the College's Communication related research areas of strength.

The post holder will be responsible for supporting College's research activities and ensuring the monitoring, recording and dissemination of research outcomes and their impact.

As Director of Graduate School the post holder will work with the School Deans, Graduate School Co-ordinator and the UAL Post Graduate Communities co-ordinator in developing a series of extra curricular events that embrace collaboration and enhancement of the experience for PGT and PGR students.

The candidate must have the proven ability to organise and manage complex workloads.

Duties and Responsibilities

- To work in collaboration with the UAL Research Management and Administration Service and College Management Team to provide academic leadership and support to those working in research areas to ensure that research projects are delivered effectively and that quality outputs are disseminated locally, nationally and internationally;
- In consultation with the College Management Team, the Dean and the UAL Research Management and Administration Service manage the resources effectively in the pursuit of agreed research goals;
- To contribute to the development and implementation of the University and College Research Strategy;
- To participate in and contribute to the development and support of research centres, networks and groups of researchers within the College and University;
- Working with Research Teams and the UAL Research Management and Administration Service to actively seek research funding opportunities, prepare bids, assist colleagues in the preparation of research funding bids as appropriate and identify opportunities for the strategic development of new areas of research;
- To develop sustainable links with external contacts such as other educational, research, government and professional bodies to foster discipline specific and cross disciplinary research collaborations;
- To support the Deans and work with the UAL Research Management and Administration Service in the recruitment, retention, supervision, training and examination of high quality research degree students;
- To ensure the College complies with UAL and all other appropriate research related policies and procedures such as ensuring that proper research governance and ethics are applied in accordance with UAL policies and Codes of Conduct; To contribute to the management of quality, audit and other external assessment e.g. REF;
- To support the effective communication and promotion of College and University research;
- To be a member of College, University and external committees as required;
- To publish the outcomes of your research in appropriate forums;
- To contribute to the national and international agenda and debates/ and or strategic thinking around research in art, design and performance.
- To support and promote the Graduate School activities.

College Specific (LCC)

- To be an active researcher in one of the College's related research areas of strength.
- To undertake research in your own subject specialism, both as an individual and where appropriate by heading a

research team and managing research staff.

- To publish the outcomes of your research through implementation and exhibition or performance in venues of appropriate reputation, by designs in production or by publishing regularly in refereed journals or books or other publications highly regarded by peers.
- To work with the Pro Vice Chancellor (LCC) and Deans in fostering a research culture across the College, through developing and supporting the research work of other staff, aiming to increase the volume and quality of research and to facilitate the production of public domain outputs of national or international quality.
- To operate the College's Research Mentoring scheme;
- To co-ordinate the work of the College Research Hubs;
- To monitor the quality of research activity and to contribute to quality management and enhancement activities including course reviews and validations.
- To provide advice to course teams as appropriate on development within the subject areas of the School which may impact on the courses' curricular.
- To supervise research degree students.
- To contribute to teaching and to curriculum design and development in the relevant discipline.
- To enhance and extend the links between research and taught courses across the College and University;
- To play an active role in the generation of research funding from external sources including devising of income generating activities and activities which will enhance the profile of the School, College and University.
- To contribute to the appointment and appraisal of research staff within the College;
- To manage the College administrative team that support the College's professorial team, and have line management responsibilities for the Graduate School Co-ordinator and any other staff as appropriate.
- To deputise for the Deans as appropriate.

General

- 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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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:

- LCC Pro Vice Chancellor and College Executive Group
- LCC Deans
- LCC Graduate School Co-ordinator
- UAL Director of Research Management and Administration
- UAL Dean of Research
- UAL Research Business Development Manager

Specific Management Responsibilities

Budgets: Consumables, External Grants as appropriate

Staff: Yes

Other: Accommodation; equipment, as appropriate

Job Title: Associate Dean of Research, LCC

Grade: Individual

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

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• Holds a post graduate qualification.• Significant relevant research experience in an appropriate educational environment.• An active researcher in a College related discipline.• Holding a teacher training qualification is desirable.
Relevant Experience	<ul style="list-style-type: none">• Experience of mentoring and coaching staff to realise and fulfil their research potential.• Proven research achievements and outcomes.• Extensive background in research policy and funding in a HE context.• Has experience in summarising and interpreting complex, conceptual and specialist matters/information accurately, using appropriate styles and arguments to negotiate satisfactory outcomes.
Communication Skills	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
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
Research, Teaching and Learning	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 and manages operational activities or large projects to achieve long term 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 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.

Last Updated: October 2015

