

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Dean of Academic Programmes	<b>Accountable to:</b> Pro Vice-Chancellor/ Head of College
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 37
<b>Salary:</b> Competitive	<b>Grade:</b> Individual
<b>College:</b> Central Saint Martins	<b>Location:</b> King's Cross and Archway
<b>Weeks per year:</b> All	

**Purpose of Job**

The Dean of Academic Programmes plays a vital role in the academic culture, organisation and profile of Central Saint Martins overseeing a vibrant, inclusive, and high-quality student experience. The role is both internal facing in relation to academic programmes and courses, and external facing in developing collaboration and partnerships with external bodies, the full range of industries related to the College's disciplines, and academic and professional networks.

The role provides dynamic and delivery-focused academic leadership and operational management of arts and design academic programmes at Central Saint Martins and contributes to the strategic development of the College and University. The Dean will be involved in the development of strategy, policy and operations at College and University level through membership of committees and working groups.

The post holder will be accountable to the PVC/Head of College and will be a member of the College Executive Group. It is likely, but not necessary, that the Dean's own practice and academic background are associated with one of the programme areas at Central Saint Martins.

**Additional College Purpose:**

It is essential that the Dean can think dynamically and entrepreneurially about the future of arts and design education within the College and is able to align and motivate staff at all levels to achieve the University's and College's strategic ambitions.

**Duties and Responsibilities**

**Management**

- To provide academic and managerial leadership for a world-class student experience, delivering effective management to the academic and support teams in academic programmes, within a culture of inclusivity.
- 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 College's curriculum offer.
- To advise the College's Executive Group and Management Team on the ways in which the academic and disciplinary portfolio articulates and collaborates with other academic programmes in the College, as well as with other Colleges in the University, other national and international institutions.
- To manage and optimise the use of all resources allocated to the academic programmes, working within budget at all times, and 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.

- To line manage staff attached to the academic programmes.
- To chair Board of Studies associated with the programmes, in order to foster and promote the highest academic and pedagogic standards, internal 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 (in collaboration with the Dean of Academic Strategy).

### ***Curriculum and Student Related***

- To develop a progressive course portfolio for the College that will position academic programmes as a global leader for art and design education in related subject areas.
- To be responsible for the ongoing promotion and development of the curriculum offer within the portfolio of academic programmes. A specific focus will be to ensure that courses continue to be at the forefront of educational and subject development in their area, and they are cognisant of professional and educational advancements within the arts, design and creative industries.
- 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 College's curriculum offer, through working in close collaboration with the Dean of Academic Strategy.
- To positively promote an excellent student experience, evidenced through the National Student Survey return, to ensure that the student learning experience is at the forefront of curriculum development.
- 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 opportunities.
- 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 work in close collaboration with the College's Associate Dean: Learning, Teaching and Enhancement, ensuring that academic programmes are fully engaged in teaching and learning practices that positively address the needs of the diverse student body.
- To chair and to have overall responsibility for all Examination Boards for academic programmes, ensuring the maintenance of academic standards and the rigour, consistency, and transparency, for examination and assessment practices undertaken within the programmes.
- To be familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector

### ***Research and Knowledge Exchange***

- To contribute to the research and knowledge exchange profiles of the College and the University and to continue to develop professional practice.

- To foster the development of a strong and progressive research and knowledge exchange culture amongst all academic staff attached to the programmes, and in collaboration with the College Executive Group and Associate Deans of Research and Knowledge Exchange, to cultivate a research and knowledge exchange focused dialogue between staff.
- To increase the income-generating profile of the College's academic portfolio through student sponsored projects, graduate consultancy, scholarships, direct sponsorship, and other means.
- To maintain an involvement in teaching/knowledge exchange/ professional practice/ research.

### ***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 College. This work to include the College's participation in joint project work with industry partners.
- In collaboration with the College Director of International, 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 represent the College through membership of University committees, and engage with University colleagues and projects to foster collegiate dialogue and cooperation as and when appropriate.
- 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Climate Action Plan.

**Key Working Relationships:**

- College Executive Group and College Strategy Group members
- Programme Directors, Course Leaders, and programme management teams
- University Deans and Associate Deans
- Managers and other staff, and external partners, suppliers with whom regular contact is required.

**Specific Management Responsibilities**

**Budgets:** Responsibility for managing Programme budgets, including staffing costs, non-staffing costs.

**Staff:** Direct line management of the programme senior leadership (6-8 direct reports)

**Other:** Equipment, accommodation as appropriate

**Job Title: Dean of Academic Programmes**

**Grade: Individual**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Postgraduate qualification in an art, design or creative industries discipline.</p> <p>PhD in subject area is desirable.</p> <p>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.</p> <p>A demonstrable knowledge of organisations and past and present trends in the UK and global art, design, and creative industries.</p> <p>A demonstrable knowledge of academic provision, trends, and issues in Universities, both national and global, and is informed of the particular features of art and design related courses at FE/HE/PG level.</p> <p>A demonstrable knowledge of one or more fields of art and design practice and research and/or knowledge exchange, and the mechanisms for managing and funding researchers and/or knowledge exchange academics.</p> <p>Knowledge of commercialising art and design education, facilities, and research for income generation purposes.</p>
Relevant Experience	<p>A substantial record of teaching, research and/or professional practice in an art or design discipline.</p> <p>Experience of developing new curricula and other academic initiatives.</p> <p>Experience of teaching and leadership in a Higher Education Institution.</p> <p>Significant experience in scenario planning, change and risk management, and setting and implementing strategy.</p> <p>Experience of formulating the strategic direction and influencing developments within college/ organisation through own contribution to area of expertise.</p> <p>Experience of managing complex human,</p>

	financial and physical resources.
Communication Skills	Communicates in a compelling and influential manner. 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.  Works collaboratively with other colleagues in shaping a coherent vision.  Experience of effective performance management.
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 and/or knowledge exchange to develop learning and assessment practice  Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.
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.  Has a real 'can do' approach to achieving desired outcomes.
Teamwork	Builds and leads 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.

**Last updated: 27/04/2023**