

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Associate Dean of Screen	<b>Accountable to:</b> Dean of School
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 1.0FTE
<b>Salary:</b> Associate Deans	<b>Grade:</b> Associate Deans
<b>College/Service:</b> London College of Communication	<b>Location:</b> Elephant and Castle

### Purpose of Role:

The Associate Dean will support the Dean of School in the strategic planning and effective operation of the School's academic offer. This involves being responsible for the development of teaching and learning strategies, student progression, retention and attainment, the implementation of the UAL teaching, assessment and learning policies, Quality Assurance, monitoring processes and academic administration across the academic portfolio, and will work in close collaboration with the Director of Administration, Dean of Academic Development and Strategy, and other College and School Associate Deans to achieve this.

The post holder will be a member of the School Management Team and LCC College Operational Group, and will deputise for the Dean of School as and when appropriate. The Associate Dean will also work closely with the Associate Dean:Research, the Director of International Development and the Director of Business and Innovation, in order to foster liaison between the College Research, Enterprise and International Teams and to ensure the School is active and participating in collaborative initiatives across all areas.

### Duties and Responsibilities:

- To assist the Dean in providing academic leadership of the School's academic portfolio, and to provide effective management of the academic staff teams within the School.
- To be responsible, together with the Dean, for the School's academic strategy in the development of new courses and the operation of the existing programme, and to achieve the highest possible academic standards for courses.
- To lead on School based internal and external projects as and when delegated by the Dean.
- To have oversight of academic level validation and review processes for new and existing courses, and the compliance with quality procedures for the School's academic course portfolio, including:
  - To co-ordinate School academic planning activity, including the drafting of documentation on behalf of the Dean liaising with the College Quality Manager to agree the School's annual schedule of course development activity (validation, revalidations, enhanced monitoring, modifications), and organising/managing relevant events.
  - To communicate and maintain standards for the School in the processes and practices of course development, validation, enhanced monitoring and revalidation.
  - To scrutinise course development documentation on behalf of the Dean, and ensure that documentation is produced and submitted in accordance with agreed deadlines.
- To have responsibility for all the operational aspects of other Quality Assurance processes for the School's portfolio of courses, including:
  - Lead on the operation of College processes within the School for the checking and

approving of assignment briefs, unit handbooks and the provision of other information to students, including on Moodle.

- Co-ordinate the appointment and induction of External Examiners within the School, and scrutinise External Examiner Reports and the responses of course teams, identifying cross-School issues and advising the Dean as appropriate.
- Lead on the implementation of student surveys within the School, including measures and planning to maximise student engagement, and lead the co-ordination of School-level action planning in response to survey results and the analysis of other relevant data, advising the Dean as appropriate.

- To assist the Dean in the management and optimisation of the use of all resources, including staff and financial budgets allocated to the School.
- To work with Dean on leading the improvement of KPIs in relation to attainment, retention, and student surveys.
- To lead on the implementation of relevant University and College academic and student experience initiatives and interventions within the School (e.g. the Academic Enhancement Model), working closely with the College Academic Development and Strategy Team.
- To facilitate and promote the development of new approaches to teaching and learning and the dissemination of good practice, working in close collaboration with the Associate Dean: Learning and Teaching.
- To assist the Dean in overseeing the marketing and recruitment of the School's courses (in conjunction with the College's Executive Group), the academic level student enrolment and subsequent monitoring/recording (in conjunction with the College's Academic Registry unit).
- To work with course teams to ensure procedures are in place to support student progression – UG to PG; PG to PhD study – by facilitating events that offer staff/students shared and collaborative engagement throughout their learning experience.
- To assist the Dean in taking responsibility for staff development and for staff professional practice (in collaboration with the Associate Dean: Learning, Teaching and Student Experience), research (in collaboration with the Associate Dean: Research), enterprise (in collaboration with the Director of Business and Innovation), and for personnel matters (in collaboration with the Head of College).
- To develop strong partnerships with the Director of Business and Innovation and Director of International, network effectively with appropriate national and international academic institutions, and with a broad range of industry partners from the creative industries sector.
- Support the Dean in planning and preparing Boards of Studies agendas and documentation, and oversee the operation of the Course Committee system within the School, including recruitment of and liaison with student representatives.
- To support the Dean in the preparation of School Quality Reviews, including the drafting of relevant documentation.
- Co-ordinate the drafting of School-level responses to College and University consultations, and contribute to the development of College-level academic policy e.g. through leadership and membership of Task and Finish Groups.
- Represent the School on relevant fora, including College Quality Committee, College Collaborative Provision Panel, Boards of Studies, Staff Development Steering Group, Re/Validation Panels, the EC Panel and the Academic Misconduct Panel, or others as required.

- Investigate Student Complaints.
- To contribute to the research profile of the College and the University and to continue to develop professional practice.
- To deputise for the Dean where appropriate.
- To manage staff as appropriate, including induction, probation, one to one meetings, PRA and recruitment.
- To undertake teaching duties and all associated responsibilities in your specialist subject area as required.
- To provide academic support to students, monitoring student progress and attendance and maintain appropriate records.
- To stay abreast of developments in your subject discipline through scholarly activity, professional practice and research, ensuring that these developments are reflected in the teaching and learning methods employed on the course.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To ensure the recruitment of students to School's academic programme is undertaken effectively and efficiently in accordance with University policies and Procedures.
- To chair School and College Committees as appropriate.
- To represent your subject area both at College and University level, acting as advisor/consultant internally and externally as may be required.
- To contribute to the development and maintenance of links with industry particularly in relation to any placement programmes and/or any externally supported/ funded projects.
- To devise income-generating activities that will promote, enhance and maintain the reputation of the Course or the School/College more widely.
- 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.
- 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 sustainability Manifesto (2016 – 2022).

**Key Working Relationships:**

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

- Dean of School
- College Executive Group
- School Senior Management Team members
- Academic Teams
- Other Associate Deans
- College Support Teams – Technical and Administrative
- UAL teams, as appropriate

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** Yes

**Other** Accommodation; equipment, resources

**Job Title: Associate Dean:**

**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"><li>• Relevant Post Graduate qualification</li><li>• PhD or significant and demonstrable research credibility (desirable)</li><li>• Demonstrable knowledge of academic provision, trends and issues in UK HE</li><li>• Relevant knowledge of Quality Assurance policy, processes and procedures.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Significant record of teaching, research and/or professional practice in your subject specialism or area within a Higher Education Institution.</li><li>• Relevant experience of Quality Assurance policy, processes and procedures.</li><li>• Significant experience of shaping and influencing developments within college/organisation.</li><li>• Considerable experience of leadership and management including effective management of resources and budgets.</li><li>• Experience of successful management and delivery of transformational change within an HE setting, including culture change and managing stakeholder expectations.</li><li>• Demonstrable experience of developing and sharing best practice within and outside the organisation.</li><li>• Significant experience of developing and supervising research and enterprise/commercial projects.</li></ul>
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	<ul style="list-style-type: none"><li>• Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</li><li>• Applies own research to develop learning and assessment</li></ul>

	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 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

**Last Updated: March 2021      HERA Ref 000376**