

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Dean: Research

Accountable to: Pro Vice
Chancellor/Head of College

Contract Length:
Permanent

FTE: 1.00 /37hours per week

Salary: Competitive from £65,0000

Grade: Individual Contract

College/Service: Central Saint Martins

Location: Kings Cross and Archway

Purpose of Job

Working with the Pro-Vice Chancellor/Head of College, Dean of Research and Knowledge Exchange, Deans of Academic Programmes, and the UAL Research Management and Administration Service, the post holder will be involved in the development, management and support of the College's Research environment. The post holder plays in a key role in the support, mentoring and management of academics, including PGRs and ECRs.

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. The post holder will also provide leadership for the College's PGR student programme including the PGR student experience.

It is expected that the post holder will be an active researcher in one of the College's areas of research, and time will be given to pursue individual and collective research.

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

Additional College Purpose:

It is essential that the Associate Dean can think rigorously, dynamically and entrepreneurially about the contributions and future of practice research 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

At university and college level

- To work in collaboration with the College Dean of Research and Knowledge Exchange [RKE], 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 Dean of RKE manage the resources effectively in the pursuit of agreed research priorities.
- To contribute to the development, implementation and delivery of the University Research Strategy.
- To participate in and contribute to the development and support of research centres, networks and groups of researchers within the College.
- 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 College Dean of RKE, Deans of Academic Programmes, Dean of Doctoral School 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 enhance and extend the links between research, knowledge exchange and taught courses across the College and University.
- 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 operate the College's Research Mentoring scheme.
- To co-ordinate the work of the College Research Hubs/Networks.
- To play an active role in the generation of research funding from external sources including devising of income generating activities and training.
- To contribute to the appointment and appraisal of research staff within the College.
- To manage the College administrative research team and have line management responsibilities for the PhD Student Coordinator and any other staff as appropriate.

At an individual level

- 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 means appropriate to your discipline.
- To supervise research degree students.
- To contribute to teaching and curriculum design and development in your relevant discipline.
- To contribute to the national and international agenda and debates/ and or strategic thinking around research in art, design and performance.

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 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 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 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:

- Pro Vice Chancellor and Head of College
- Deputy Vice Chancellor RKEE (Research Knowledge Exchange and Enterprise)
- College Dean Research Knowledge and Exchange
- Dean of Academic Strategy
- College Deans, Associate Deans and Programme Research Leaders
- Director of Research, Management and Administration
- Director of Knowledge Exchange
- Other College Associate Deans of Research

Specific Management Responsibilities

Budgets: Manage ongoing/project-related budgets associated with key areas of responsibility

Staff: Line management responsibility to be determined

Other: Significant task leadership and management responsibility

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Grade: Individual

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

All criteria listed is essential unless marked as desirable

Person Specification	
Specialist Knowledge/Qualifications	<p>Postgraduate qualification in related subject or equivalent professional experience.</p> <p>PhD in related subject area.</p> <p>Significant relevant research experience in an appropriate educational environment.</p> <p>An active researcher in a College related discipline with a track record of high quality outputs.</p> <p>Recognised as an 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>Holding a nationally recognised teaching qualification is desirable.</p>
Relevant Experience	<p>Experience of mentoring and coaching staff to realise and fulfil their research potential.</p> <p>Extensive background in research policy and funding in a HE context.</p> <p>Experience of applying for research funding and running research grants.</p> <p>Has experience in summarising and interpreting complex, conceptual and specialist matters/information accurately, using appropriate styles and arguments to negotiate satisfactory outcomes.</p>
Communication Skills	<p>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.</p>
Leadership and Management	<p>Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries.</p> <p>Fosters an environment that embraces change, helps others to accept new ideas and make change happen.</p>

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: May 2023