

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Associate Dean: Research	Accountable to: Head of College/Pro Vice Chancellor
Contract Length: Permanent FTE: 1.00	
Salary: circa. £62,000 - £75,000	Grade: Individual Contract
College/Service: Central Saint Martins	Location: CSM, Granary Square, Kings Cross
Purpose of Job <p>Working with the Head of College and the Deans of School 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 leadership of academics, particularly in relation to the REF process. The post holder will also 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 areas of research, and time will be given to pursue individual and collective research.</p> <p>The candidate must have the proven ability to organise and manage complex workloads.</p>	
Duties and Responsibilities At university and college level <ul style="list-style-type: none"> • 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 UAL Dean of Research and the UAL Research Management and Administration Service manage the resources effectively in the pursuit of agreed research priorities; • 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; • 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 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;

At college level

- To work with the Head of College, Deans and Programme research leaders in fostering a research culture across the College, through developing and supporting the research work of academic 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/Networks
- To oversee, with the Head of College, Deans and Programme research leaders, the college's contribution to REF, including assessment of work, advice on outputs and collation of information – and to work with UAL REF team to ensure coordination of the college input;
- 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 to 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 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:

- CSM Pro Vice Chancellor and College Executive Group
- CSM Deans, Associate Deans and Programme Research Leaders.
- UAL Dean of Research
- Other college Directors of Research

Specific Management Responsibilities

Budgets: Consumables, Research Support, Professorial Personal Development and oversight of CSM Research Budget

Staff: 1.5 FTE Admin, 0.8 FTE Academic (with Deans)

Other: Accommodation; equipment, as appropriate

Job Title: Associate Dean: Research, CSM
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 with a track record of high quality outputs.• Holding a nationally recognised teaching qualification is desirable.
Relevant Experience	<ul style="list-style-type: none">• Experience of mentoring and coaching staff to realise and fulfil their research potential.• Extensive background in research policy and funding in a HE context.• Experience of applying for research funding and running research grants.• 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 2017