

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Acting Associate Dean: Fashion Business School

**Accountable to:** Dean of School

**Contract Length:** Fixed term for one year

**Hours per week/FTE:** 1.0FTE

**Weeks per year:** AYR

**Salary:** £61,006 to £73,786 pa

**Grade:** Individual

**College/Service:** London College of Fashion

**Location:** 20 John Princes Street, London, W1G 0BJ

**Purpose of Role:**

The Associate Dean will support the Dean of Fashion Business 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, the integration and promotion of collaborative activity between the different academic levels within the School, 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 Quality Assurance to achieve this.

The post holder will be a member of the School Leadership, and Senior Staff Teams and LCF College Management Team, and will deputise for the Dean of School as and when appropriate. The Associate Dean will also work closely with the Associate Dean: Research, Associate Dean: Graduate Communities, Director of International and 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. This includes 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, working in close collaboration with the Dean of Academic Development and Quality Assurance.
- To have responsibility for all the operational aspects of Quality Assurance processes for the School's portfolio of courses.
- 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 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 Dean of Quality Assurance and Academic Development), 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.

- 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.
- 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:**

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

- Dean of School
- College Executive Group
- Academic Teams
- Associate Dean: Learning and Teaching
- Associate Dean: Graduate Communities
- Associate Dean: Research
- College Support Teams – Technical and Administrative
- UAL teams, as appropriate

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** Yes

**Other** Accommodation; equipment, resources

**Job Title: Acting Associate Dean: Fashion Business School**

Person Specification	
Specialist Knowledge/Qualifications	Relevant Business and Management or Science Post Graduate qualification
	PhD or significant and demonstrable research credibility in Business and Management or Science (desirable)
	Appropriate professional recognition (demonstrated by membership of, for example, CMI, CIMA, CIM BDS, BPS, SCS etc. appropriate to the FBS (desirable)
	Fellowship of the HEA (Senior Fellowship – desirable)
	Demonstrable knowledge of academic provision, trends and issues in UK HE
Relevant Experience	Significant record of teaching, research and/or professional practice in your subject specialism or area within a Higher Education Institution relevant to the Fashion Business School.
	Relevant experience of Quality Assurance policy, processes and procedures
	Significant experience of shaping and influencing developments within college/organisation through own contribution to area of expertise
	Considerable experience of leadership and management including effective management of resources and budgets
	Experience of successful management and delivery of transformational change within an HE setting, including culture change and managing stakeholder expectations
	Demonstrable experience of developing and sharing best practice within and outside the organisation
Communication Skills	Significant experience of developing and supervising research and enterprise/commercial projects
	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
	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity. Applies own research to develop learning and assessment practice
	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Leadership and Management	
Research, Teaching and Learning	
Professional Practice	

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: 19/04/2017**