

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Dean of School of Media and Communication		Accountable to: Pro Vice-Chancellor/ Head of College
Contract Length: Permanent	Hours per week: 37	Weeks per year: All
Salary: circa £80K		Grade: Individual
College: London College of Fashion		Location: London College of Fashion

Purpose of Job

To provide strong academic and managerial leadership for the School of Media and Communication and to contribute to the strategic development of the College and University.

The post holder will be accountable to the PVC/Head of College and will be a member of LCF's College Executive Group. The post holder will work in close collaboration with the Associate Dean attached to the School.

With responsibility for leading the strategic direction of the School of Media and Communication, the Dean will have significant input into the planned relocation of the College Estate to Stratford over the next five years. The Dean will be responsible for ensuring that learning and teaching in the School is supported by effective digital and physical learning environments utilising progressive teaching practices.

Duties and Responsibilities

Management

- To provide academic and managerial leadership for a world-class School of Media and Communication, delivering effective management to the academic and support teams of the School, 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 School's curriculum offer.
- To advise the College's Executive Group and Management Team on the ways in which the Fashion Media and Communication portfolio articulates and collaborates with the Fashion Business School and Design and Technology, 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 School of Media and Communication, working within budget at all times.
- To line manage staff attached to the School.
- To chair the School Board of Studies, in order to foster and promote internal level 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 Development and Quality Assurance).

Curriculum/Student Related

- To develop a progressive course portfolio for the School of Media and Communication that will position the School as a global leader for fashion education in the fashion media and communication related subject areas.
- To be responsible for the ongoing promotion and development of the School's curriculum offer. A specific focus will be to ensure the School's continuing leadership in educational developments within the fashion related industries, with a specific focus on course developments to mirror advancements within the industry.
- 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 School's curriculum offer, through working in close collaboration with the Dean of Academic Development and Quality Assurance.
- 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. This to incorporate a learning path that fully prepares the School's diverse student body for the ever changing demands of the global fashion industries.
- 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 the School is fully engaged in teaching and learning practices that positively address the needs of the diverse student body.
- To chair all Examination Boards for the School of Media and Communication, and to have overall responsibility for examination and assessment practices undertaken within the School.

Research

- To contribute to the research profile of the College and the University and to continue to develop professional practice.
- To foster the development of a strong and progressive research culture amongst all academic staff attached to the School, and in collaboration with the Executive Group and Associate Dean Research, to cultivate a research focused dialogue between the School and College Research staff.

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 School. This work to include the School'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 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.

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other: Equipment, accommodation as appropriate

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Grade: Dean

Person Specification	
Specialist Knowledge/ Qualifications	<p>Post Graduate qualification in a fashion, media or creative industries related area</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 trends in the UK and world fashion, media or 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 fashion related courses at FE/HE/PG level.</p> <p>A demonstrable knowledge of one or more fields of contemporary fashion or media related research, and the mechanisms for managing and funding researchers.</p> <p>Knowledge of commercialising fashion/creative industries courses, facilities and research for income generation purposes is desirable.</p>
Relevant Experience	<p>A substantial record of teaching, research and/or professional practice in one or more of the School's specialist areas.</p> <p>Experience of teaching and leadership in a Higher Education Institution.</p> <p>Experience of formulating the strategic direction and influencing developments within college/ organisation through own contribution to area of expertise.</p> <p>A demonstrable knowledge of organisations and trends in the UK and global fashion, media or creative industries.</p>
Communication Skills	<p>Communicates in a compelling and influential way.</p> <p>Adapts 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 effectively, setting the direction of one or more function and promoting collaboration across formal boundaries</p>
Research, Teaching and Learning	<p>Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p>
	<p>Applies own research to develop learning and assessment practice</p>

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
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: 01/02/2018