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| **Job Title** | Associate Dean of Education and Experience |
| **School** | Royal Docks School of Business and Law |
| **Grade and Salary Range** | Management Grade 1 |
| **Location and Hybrid working status** | Stratford Campus and Docklands Campus |
| **Reporting to** | Dean, School of Business and Law |
| **Responsible for** | Leading RDSBL’s Education and Experience Strategy.  Line management of School staff and supporting the Executive Dean as required |
| **Liaison with** | Pro-Vice-Chancellor (Education & Experience),  Executive Dean, Vice Dean, Associate Deans, HODs, Quality Lead, staff within the School; senior staff in other Schools and Services; and external agencies |
| **Contract type** | Permanent, Full time (36 hours per week) |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE SCHOOL (Royal Docks School of Business and Law)**

The Royal Docks School of Business & Law is a contemporary and vibrant learning community. We focus on providing a transformational educational experience for our students. With a clear focus on creating graduates of the future, we are a key School within an ambitious University, based in the fast-growing and diverse environment of east London and Docklands.

We are committed to providing a high-quality, innovative, relevant, and research-led teaching experience that attracts, engages, and develops students, supporting their academic achievement and professional ambitions. We look for outstanding teachers, who exude a love of teaching, who inspire and motivate both students and colleagues through their approaches to teaching, and who are strongly committed to achieving excellent outcomes for students.

**JOB PURPOSE**

The Associate Dean of Education and Experience will lead the delivery of the

The university’s ‘Future Graduate’ strategic objective in the school to ensure overall

academic standard and quality as well as to address participation, progression,

student academic experience, successful attainment of life-changing, and life-long education

& training.

The role leads on enhancing student outcomes, innovating industry-embedded practice

across undergraduate and postgraduate education for a changing world; the

operationalisation of the ‘Mental Wealth programme’ and the successful implementation of

the school’s Education and Experience development plan. The strategic objective is measured

through TEF KPIs.

As a member of the School’s Senior Leadership Team the position of Associate Dean of

Education and Experience is both challenging and rewarding, with a broad range of

responsibilities and expectation of the highest levels of transformational change. The

responsibilities fall into the following broad areas:

* To champion, develop and lead the delivery of the school’s plans relating to Education and the student experience, to improve student success, to deliver improved retention and progression, to advance excellence in learning and teaching, to assure the quality of the University’s academic programmes and to deliver improvements to the University’s TEF metrics and commitments to its Access and Participation Plan.
* To partner effectively with students, empowering the student voice and delivering an effective interface between industry-facing education, applied research and community engagement.
* To lead the development and delivery of new and existing initiatives, school wide and in partnership, related to learning, teaching, and co- and extra- curricular activity.

The successful candidate will have an inclusive, determined and inspirational approach to leadership, encouraging ideas, initiative and innovation in others whilst establishing a cost- effective and high-performance culture based on continuous improvement. They must be able to build strong and purposeful internal and external stakeholder relationships with partners and potential partners and play a key strategic role in enabling the school to fulfil its potential.

**KEY DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that an Associate Dean may be expected to undertake. This is not an exhaustive list of activities and employees may be asked to undertake other duties which are commensurate with the grade and circumstances.

* Lead on portfolio development and curriculum transformation.
* Lead on the AACSB journey, which the School is undertaking.
* Direct the operation and enhancement of school admissions, recruitment and marketing policies and strategies to attract the best students and promote fair access and widening participation;
* Direct the enhancement and expansion of opportunities for student employment and employability skills development;
* Direct innovative curriculum development to embed research-based learning and teaching, sustainability and an international dimension;
* Direct the operation and improvement of quality assurance and enhancement processes, to safeguard academic quality and standards and enhance the student experience;
* Direct the delivery and improvement of academic and student services to meet the needs of all students within the School.
* Work with the Executive Dean, Vice Dean, Associate Head(s), HODs, and Professional Services to ensure that the School’s education strategy is effectively and efficiently implemented; that systems are fit for purpose; and that there is a clear and effective system operating between the School and the Professional Services teams;
* Deliver outcomes that improve the student experience and satisfaction, including teaching, assessment and feedback;
* Provide strategic and operational leadership to the School’s activities and ambitions for educational area, with a strong emphasis on driving innovation and communicating best practice within the School.
* Responsible for promoting a vibrant culture to support the student academic experience within the School, working with the Executive Dean, Vice Dean and Heads of Department, student representatives and relevant Directors to set targets and performance indicators for all strands of the education strategy.
* Maintains a strong focus on NSS, student experience, B3 continuation, completion and progression for student success and retention, graduate outcomes, TEF, cohort rebalancing and education diversification, ensuring delivery against these measures.
* Working with the relevant PVC and Executive Dean, play an integral role in the formulation and delivery of the University’s and School’s academic strategy, and is an active member of the relevant University and School committees.
* Actively role models the University’s expected leadership values and behaviours, promoting a culture of equality, inclusion and environmental sustainability.
* To actively promote equality and diversity, in accordance with UEL’s equality and diversity policies
* Chair Assessment and Pre-assessment Boards as appropriate within University’s regulations.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Knowledge and awareness of Higher Education political issues and regulations, understanding how to operate effectively in the dynamic HE and address the challenges faced by leading Business Schools (A/I).
* Knowledge of the requirements to offer an attractive Business, Management and Law portfolio of online and face to face courses designed to meet market demand, especially for international markets (A/I).
* Understands key issues in teaching, learning, assessment and research (A/I).
* Strong leadership skills to share collective responsibility for providing clear and effective teaching and learning vision to the School, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence (A/I).
* Effective communication and collaboration skills to work across the School, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve education goals and University KPIs (A/I).
* Experience of leading the strategic development and review of the School’s portfolio of undergraduate and taught postgraduate programmes, including the implementation of University and School policy in learning, teaching and assessment in line with University and School strategy (A/I).
* Experience in promoting innovation and excellence in student education, maximising the benefits of digital and other resources to support learning, with a focus on student partnership, with students as change agents and co-creators, academic experience and personalisation, leading to improvement in NSS outcomes and B3 metrics (A/I).
* Experience at a senior leadership level, with a clear vision for education and the ability to engage others in the School’s vision (A/I).
* Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change (A/I).
* Success in delivering results through effectively managing people, finances, and other resources to achieve required results (A/I).

**Desirable:**

* Experience of leading preparations for TEF and Office for Students B3 review in a Business School (and similar exercises) (A/I)
* Experience of leading teaching strategy for preparations towards achieving Business School accreditations such as AACSB, EFMD, PRME etc (A/I)

**COMPETENCIES REQUIRED**

* Significant track record of teaching excellence, delivering an excellent student experience at a strategic level (A/I).
* Ability to demonstrate excellent communication / presentation skills across a variety of media and a range of audiences (A/I).
* Ability to formulate and implement academic strategy (A/I).
* Ability to lead a team as role model and exemplar of organisational behaviour (A/I).
* Ability to think creatively and with vision, and the willingness to suggest and try innovative and creative approaches to problems (A/I).
* Excellent persuasion and influencing skills (A/I).

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential:**

* A doctorate (PhD or Professional Doctorate) or equivalent evidence of professional experience and profile commensurate with a senior leadership role (A/I)
* A record of CPD that reflects commitment to updating and enhancing learning and teaching (A/I)
* Senior/Fellowship of Advanced Higher Education (A)

**Desirable:**

* Principal Fellowship of Advanced Higher Education (A)
* A record of publication and/or relevant professional practice (A)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!