1. Advertisement

**Post Title:** Dean of Arts and Humanities  
**Hours:** Full time  
**Contract:** Permanent  
**Reference:** C110  
**Salary:** Negotiable  
**Closing date:** 26 January 2020. Applications must be received by midnight of the closing date  
**Expected interview date:** 4 February 2020  
**Expected start date:** TBC

Following Senate and Council’s endorsement to proceed to merge three Schools of Study and a Centre: the School of English; the School of Media, Film, and Music (MFM); the School of History, Art History and Philosophy (HAHP); and the Sussex Centre for Language Studies (SCLS), the University is now looking to appoint the first Dean of the new School.

This is an exciting opportunity to lead change across culture, structure, processes and systems to deliver the ambitious strategic vision of this new School, while maintaining day-to-day operations. The successful candidate will demonstrate the capability to engage, motivate and lead staff through this period of significant change towards establishment of a successful new School. The ability to develop strong leadership within and across the School is a requirement.

The Dean will lead collaborative development of new academic and governance structures to deliver the new School’s vision, operating within the context of the University’s Strategy 2025 and One Professional Service programme.

With an inclusive management style and the ability to foster partnerships, build relationships and work collaboratively across boundaries, the new Dean of Arts and Humanities will play a significant role in the onwards journey of both the Schools and the University.

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds*

2. Job Description

**LOCATION**

University of Sussex Campus, Falmer

**RESPONSIBLE TO:**

The Provost

**RESPONSIBLE FOR:**

- All academic and tutoring staff within the School
• Ensuring an effective relationship with the Head of Professional Service

The Dean will be a member of the University’s Leadership Team.

KEY ACCOUNTABILITIES AND OBJECTIVES

The Dean is responsible for the academic success of the School; its academic endeavour, contribution to the wider University, local and global communities and its longer-term sustainability. The Dean will provide academic vision and direction to the School and is responsible for guiding and directing the School’s faculty and, working in partnership with the Head of Professional Service, ensuring appropriate Professional Service provision for the School’s activity. The Dean will ensure adherence to and maintenance of the expected high standards across the student experience, education, research and knowledge exchange.

The Dean is responsible for representing the School, its students and its faculty to the University as a whole. The Dean will represent the University to the School and ensure that the School’s management team delivers on the vision and strategic priorities of both the School and the wider University.

Key responsibilities include:

STRATEGY AND PLANNING

• Lead strategic planning for the School and contribute to the strategic planning of the University
• Ensure effective planning and allocation of resources (e.g. people, finance, physical resources) to enable delivery of KPIs and other targets (e.g. student recruitment, research awards and income)
• Identify and manage key strategic and operational risk
• Embed and lead a School culture that demonstrates the University values and facilitates delivery of School and University strategies
• Stimulate innovative activity across the School to explore new income streams and strategic external relationships and to deliver enhancements in student and staff experience, as well as academic endeavour

LEADING AND MANAGING CHANGE

• Lead and manage change to ensure continued success of the School and delivery of the University’s strategy
• Develop capability of School leadership and management to drive and support change

EDUCATION & STUDENT EXPERIENCE

• Create and maintain conditions that ensure the School delivers the highest quality of education, scholarship, and student experience in line with academic standards and other related enhancement measures and the University teaching and learning strategy
• Oversee the development, innovation, promotion and delivery of the School’s curriculum
• Oversee the recruitment of quality students at UG and PGT level to the targets agreed, both domestic and international
• Ensure successful delivery of the School’s TEF-related actions; optimising the UG and PGT student experience, improving upon NSS and other KPI-related measures of assessment

RESEARCH AND ENTERPRISE

• Create and maintain conditions (e.g. research culture) that ensure the School delivers the highest quality research by academic faculty, to the required volume, in accordance with the research strategy and University policy
• Ensure the delivery of a high standard of research student supervision
• Oversee and ensure growth in research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements.
• Oversee and ensure the School’s enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy
• Ensure that grant applications and award targets are met and that research reviews, School predictions, impact preparations and outcomes in relation to the REF continue to improve
• Maintaining own research profile

STAFF PLANNING, RECRUITMENT AND MANAGEMENT

• Create and maintain conditions that enable staff to achieve the required levels of School and University performance, with reference to relevant University policies and procedures for wellbeing, induction, probation, performance and development review, career development, reward and capability management
• Lead the processes of planning, recruitment and deployment of staff across the School in accordance with strategic and operational plans
• Develop capability of School leadership and management to ensure effective, consistent and fair management and development of all staff and teams within the School

FINANCIAL CONTROL

• Hold accountability for control of the School’s finances within allocated budgetary resource, ensuring the effective and efficient allocation of financial resource, with funds assigned and used for the purpose for which they are intended
• Demonstrate robust and transparent process for any delegation of budgetary control

LEADERSHIP AND GOVERNANCE
• Lead the School management team to ensure optimal performance of the School, working in partnership with other Schools, Professional Service and senior management colleagues, as necessary
• Delegate responsibility as appropriate to leaders and managers within the School to ensure effective delivery of the School and University strategies
• Ensure effective decision-making of School leadership and governance structures, in the interests of both the School and the University
• Review and ensure the effectiveness of School governance structures, e.g. Committees and Boards, within the context of the School and University, leading improvements where necessary

INTERNAL AND EXTERNAL COMMUNICATIONS

• Promote a positive image of the School internally and externally and foster positive working relationships for the School within and without the University

EQUAL OPPORTUNITIES, HEALTH AND SAFETY AND DATA PROTECTION

• Ensure the School’s compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation

PERSON SPECIFICATION - ESSENTIAL CRITERIA

1. Demonstrates substantial evidence of leadership and achievement within the relevant field
2. Of professorial standing with a sustained track record of achievement gained within higher education
3. An established and active international research profile and a track record of personal excellence in teaching
4. Experience of strategic planning and delivering results at School-level
5. Demonstrates evidence of effective financial management at School-level
6. In depth knowledge of current and future demands in Higher Education
7. Ability to engage, motivate and lead staff, including through periods of significant change
8. Results-oriented with a focus on prioritising and balancing needs of both the School and University
9. Ability to foster partnerships, build relationships and work collaboratively across boundaries (structural and hierarchical)
10. A self-aware leader, with an inclusive, personable and professional style
11. Personally committed to ensuring that the University’s policies are reflected in all aspects of work, in particular, those relating to people management, academic standards, equal opportunities and health and safety