



Associate Dean (Academic Affairs)

Candidate Pack

December 2018



Introduction

Wrexham Glyndŵr University is the University of and for North East Wales. It is an entrepreneurial and ambitious young university that contributes to economic growth of the region through strong industrial partnerships. It has a supportive ethos that places students at the centre of all its activities. It has embarked on the delivery of a new strategic plan which will see it strengthen its research, knowledge transfer and enterprise, and further develop a range of national and international partnerships.

The Faculty of Arts, Science and Technology is a vibrant grouping of disciplines ranging from Engineering, the Built Environment and Renewable Energy to Media, Art, Design and Humanities. It encompasses approximately 45% the University, and has ambitious plans to grow its portfolio, increase the student population and enhance research and enterprise over the coming years. It is determined to play a leading role in the HE sector, providing innovative approaches to pedagogy, co-creation of learning and curriculum development, and achieve excellent standards in employability.

The new Associate Dean (Academic Affairs) will provide both strategic leadership and hands-on management, fostering a culture combining collaboration and support with high-performance and entrepreneurship. The appointee will play a key leadership role in relation to teaching quality and all academic aspects of the student experience within the faculty, supporting the Dean in delivering faculty strategy and working as appropriate with colleagues across the institution. Ideal candidates will have experience of leading innovation in teaching, learning and the broader student experience. Proven ability to lead strategic initiatives and cultivate a strong team ethos is critical. They will be credible academics within one of the faculty's disciplines.

Background

Wrexham Glyndŵr University (WGU) is the university of and for North East Wales. WGU's vision and strategy to 2025 is built on partnerships with students and staff, within education, through industry links and innovative applied research. We are committed to building an academically vibrant and financially sustainable university for North East Wales that meets the needs of future generations of students, underpins regional economic success and is a positive platform for profiling the region in the wider world. These objectives are set in the context of WGU's values and ethos as an inclusive university that supports a diverse student base.

Success is fundamental to supporting a vibrant local economy and we are determined to be a focus for innovation, higher skills and business development in the region. As well as regional and national collaborations, our other partnerships include universities in other EU countries, Malaysia, China and Singapore, as well as colleague institutions across Wales and the rest of the UK.

The Faculty

Faculty of Arts, Science and Technology

About Us

The Faculty of Arts, Science and Technology at Wrexham Glyndŵr University can trace the tradition of innovation in the Arts and Sciences back to the original Wrexham School of Science and Art first opened in 1887. The Faculty are a pioneering group of individuals each driven by a spirit to support and develop the creative and technological industries through expertise and inventiveness.

Teaching and Learning

Students are welcomed into an environment of co-creation, where 'hands-on' and practical experience supports every aspect of teaching and learning, whether this is through the contemporary facilities at the university to create realistic scenarios, or through industry visits, studies or competitions. Our focus on realising live connections between student work, society and the creative industries is evidenced in our employability credentials and awards.

Facilities

There are a wide range of facilities including dedicated studio and workshop spaces for Art and Design, audio visual facilities, performing arts space, specialist computer networking laboratory, engineering equipment such as a Flight Simulator, wind tunnel, an aircraft hangar, specialist motorsport workshop and a well-equipped thermo-fluid dynamics lab and science facilities including a Forensic Science Lab for mock crime scenes, a dedicated chemical and instrumental analysis labs and the only body farm in Wales for taphonomic study and research.

Partnerships

The Faculty has international and professional connections as well as industry links that our students and alumni can access to further their ambitions, experiment and develop their talents, whichever field they may be in, from galleries and museums to industrial sites and technological companies. The teams within the Faculty are at the forefront of best practice and their advice is highly sought by many organisations within the region.

Research

Our research has been recognised nationally and internationally, with completed work being presented globally. Our Faculty provides a vibrant community renowned for its innovative, pioneering and thought-provoking work. Cross-disciplinary research work and collaborations are common between departments and a diverse variety of specialisms exist within the Faculty.

University strategy & vision

The four main pillars of the university's strategy and vision are:

1. **Teaching that inspires;** learning informed by and relevant to the applied world of work. Students leave the university as skilled, knowledgeable and entrepreneurial citizens able to meet the challenges of the 21st century.
2. **Research that transforms;** supporting innovation, learning and economic growth, and is nationally and globally recognised.
3. **Engagement that enables;** involving the whole community, acknowledging the importance of our local and regional partners, our place in, and commitment to, Wales as our principal location.
4. **Structure that sustains;** managing resources to underpin the professional operation of the university, and do this in a way that is fair, inclusive and equitable.

Faculty Aims

These are focused on delivering the university's strategy and vision:

1. To increase the quality and effectiveness of teaching activities across all programmes for students from diverse backgrounds.
2. To develop a curriculum that equips our students with the knowledge and skills for the world of work and further study and improves graduate prospects (The Wrexham Glyndŵr Graduate).
3. To maintain or exceed expected levels of student satisfaction on all programmes.
4. To develop research capacity and capability of the Faculty by developing our staff.
5. To re-invest income back into the Faculty's infrastructure and human resource.

Four Core Attributes



Engaged

To be able to take responsibility for your outcomes and embrace opportunities to participate and develop.



Creative

To be able to invent and develop original ideas to produce new and interesting outcomes.



Enterprising



To be able to show initiative, resourcefulness and self-determination in achieving outcomes.



Ethical

To act in a caring and principled way, with integrity and respecting diversity. A global perspective and a commitment to avoid harm to others and the environment.

Five Key Attitudes



Commitment

To be able to decisively engage with activities and towards your goals.



Curiosity

To have a desire to expand your knowledge and to understand to world more fully.

Confidence



Adaptability

To have self-assurance arising from an appreciation of your own abilities and qualities.

To be able to respond to changing demands and drivers, both personally and globally, and see yourself as a lifelong learner on a continual journey.



work

Resilient



To be able to manage setbacks and recover from difficulties, and to recognize that is an attribute you can develop.

horizons,

Six Practical Skillsets



Digital fluency

To understand and be able to select and appropriate digital tools and achieve desired outcomes.



Critical Thinking

To be able to apply logical principles, standards of evidence, and careful the analysis and discussion of claims, issues



Emotional Intelligence

To be able to identify, understand and emotions, both in yourself and others.



Communication

use the technologies to

To be able to communicate effectively and appropriately, for the intended purpose and audience, in writing and orally, and across different media.

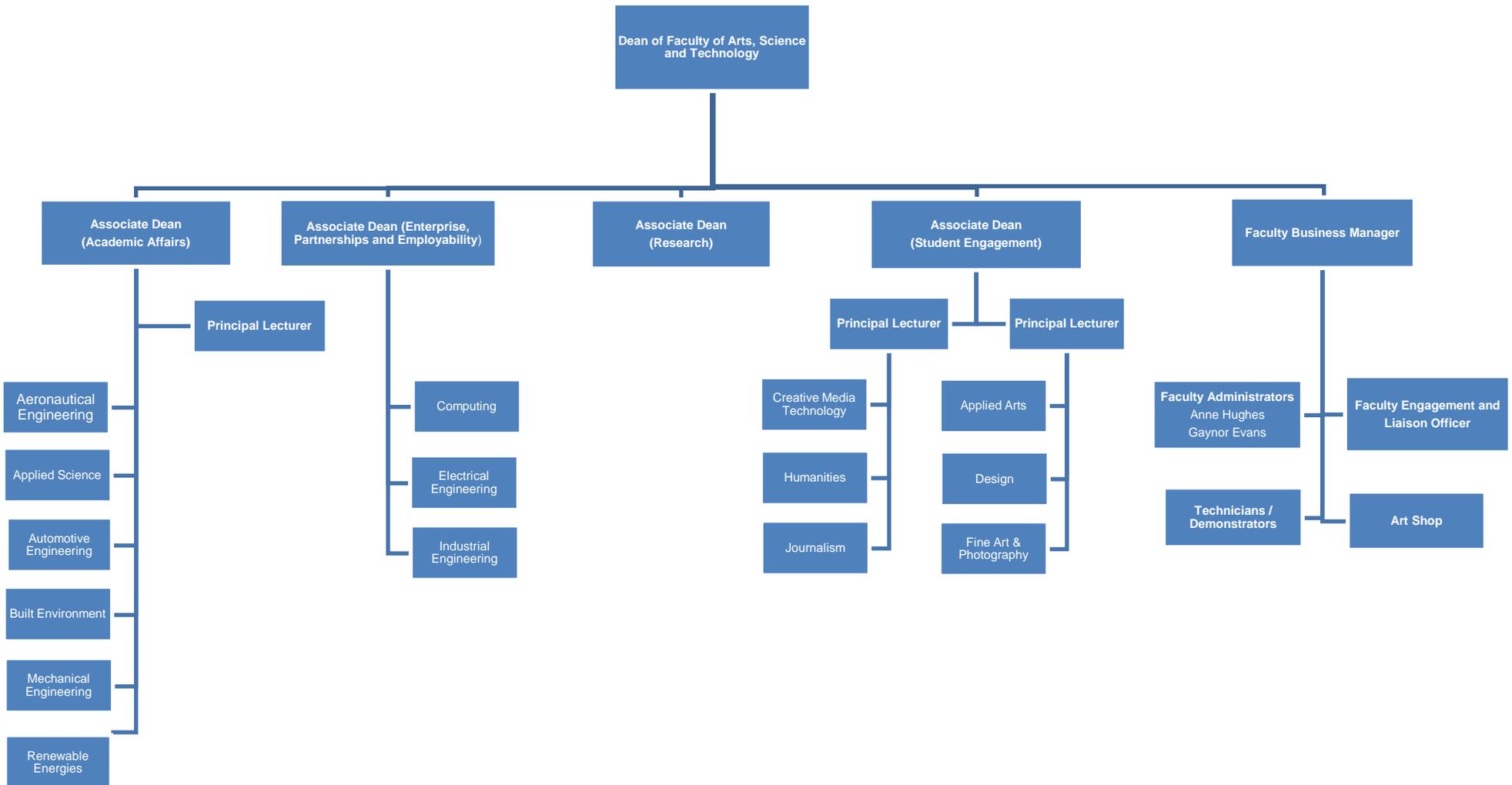
rigorous reasoning to beliefs, and

Leadership & Team working

To be able to work effectively within teams, giving effective support and leadership to your team members.

manage





Job Description

Post Title:	Associate Dean (Academic Affairs)
Reports To:	Dean of Faculty
Faculty/Directorate:	Faculty of Arts, Science and Technology

Principal Accountabilities:

To provide academic leadership and management in the Faculty of Arts, Science and Technology, supporting the Faculty Dean in delivering the University Vision and Strategy.

Specifically, to undertake strategic leadership in relation to Teaching Quality within the Faculty, supporting the Faculty Dean in delivering relevant strategic objectives and working collaboratively across the University and externally to ensure a coherent approach to achieving those objectives.

Key Tasks and Responsibilities:

- Participate effectively as a member of the Faculty Leadership Team, contributing to strategic planning and decision making and setting and implementing priority actions.
- Take collective responsibility as a member of the Faculty Leadership Team for achieving targets related to student recruitment, retention, academic achievement and employment success and in relation to research and enterprise activity.
- Provide academic leadership to those working within programme areas; coordinate the work of others and agree objectives and work plans of teaching staff; ensure student needs and expectations are met and that time and resources are used effectively.
- Assist in the management of a budget devolved to the Faculty.
- Take responsibility for managing functional activity within the Faculty as directed by the Dean.
- Chair Academic groups as appropriate to review practice and procedures and plan strategic developments.
- Represent the Faculty at University level on appropriate committees and working groups.
- Assist the Dean of Faculty in the management of staff including professional development and appraisal reviews.

- Represent the Dean of Faculty as and when required internally and externally.
- Lead cross-faculty projects and initiatives as required and directed by the Dean of Faculty.
- Contribute personally to the teaching and assessment of undergraduate and postgraduate programmes in the Faculty.
- Actively pursue research opportunities and/or other agreed scholarly activity.

Key tasks and responsibilities specific to the Associate Dean (Academic Affairs)

- Provide Faculty-level leadership for academic affairs.
- Ensure delivery within the Faculty of University strategies and policies relating to teaching and learning (including Welsh medium), and of quality assurance and enhancement, taking responsibility for the achievement of relevant key performance indicators within the Faculty.
- Work with the Deputy Vice-Chancellor, University professional services and with external partners such as QAA, Advance HE and accreditation bodies to develop and advance the University's learning and teaching quality.
- Take overall responsibility within the Faculty for monitoring the design, delivery and review of the teaching portfolio at undergraduate and taught postgraduate levels.
- Oversee and ensure engagement with programme monitoring processes within the Faculty.
- Work with Associate Deans in the other Faculty to ensure that appropriate opportunities are taken for cross-Faculty working.
- To be responsible for ensuring that the Faculty makes appropriate bids for external funding in support of its teaching development.
- To be responsible for the Faculty's academic staff induction and development in collaboration with HR.
- Evidence and disseminate good practice and innovation in teaching and learning and monitoring the effectiveness of their operation.
- Strengthen the links between learning, teaching and research by identifying new opportunities for each to influence and interact with the other.
- Work with the Associate Dean (Enterprise, Partnerships and Employability) and Associate Dean (Student Engagement) to develop the international focus of the Faculty with respect to programmes and curricula.
- Work with the Dean and WAM Steering Group with regard to the distribution and fairness of academic teaching and administration loads.

Miscellaneous:

In delivering the above, the post holder will:

- Ensure that appropriate management systems and procedures are in place to meet their health and safety duties and responsibilities contained within the University's health and safety policy. In particular they will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.
- Be responsible for applying the University's Equality and Diversity policy for staff and students in their own area of responsibility and in their general conduct.
- Have a responsibility to promote high levels of customer care within their own areas of work.
- Be expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Assess the training and development needs of each member of staff under their control to ensure they are adequately supported in relation to their work responsibilities.
- Undertake such other relevant duties commensurate with the grade of the post as may be assigned by the Dean of Faculty in agreement with the post holder. Such agreement should not be unreasonably withheld.
- With reasonable notice, be required to work at any of the Glyndwr University sites.
- Be responsible for assessing and managing risk for all elements of work within their own area/team and for ensuring effective risk management processes are in place.
- Have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.

Review:

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	A team player with ambition to drive forward innovative change providing leadership and transparency in decision making	I	E
		1.2	Commitment to put the student at the heart of learning and ability to deliver the best learning environment and student experience for success through high quality services.	I P	E
		1.3	A positive 'solution focused' attitude and approach.	I	E
		1.4	Excellent listening, organisational and management skills, including line management, and the acumen for effective financial management	I A	E
		1.5	Evidence of ability to hold leadership responsibility for Academic Affairs across the Faculty.	A I	E
		1.6	High level communication skills with ability to act as a representative of the Faculty and University.	A I	E
		1.7	Negotiation, influencing and enabling skills to ensure Faculty priorities are met.	I	E
		1.8	Ability to relate to students of diverse backgrounds, ages and experience.	A I	E
		1.9	Ability to relate to external bodies by developing effective two-way Partnerships with key stakeholders.	I	E
		1.10	Ability to develop agile and responsive academic programmes.	I	E

		1.11	Support the development of a learning environment that supports, stimulates, enables & empowers.	I	E
		1.12	Care and support our students and staff to achieve their potential.	A I	E
		1.13	Support a culture of equality, diversity and social responsibility	A I	E
2	General & Specialist Knowledge	2.1	Knowledge of the HE landscapes and the challenges facing the sector.	A	E
		2.2	Experience of effective deployment of resources.	A	D
		2.3	Commitment to developing pedagogic practice.	A	D
3	Education & Training	3.1	Experience in a relevant subject area or an equivalent level of professional experience alongside a postgraduate qualification in a relevant subject.	A	E
		3.2	A doctorate or current engagement with a doctorate.	A	E
		3.3	Demonstrate ability to achieve the Criteria for Senior Fellow within the UK Professional	A	E
		3.4	Standards Framework for Higher Education. An approved teaching qualification.	A	D
4	Special Requirements	4.1	Be able to work flexibly.	I	E
		4.2	Must demonstrate cultural awareness and ability to travel to represent the Faculty/University as required.	I	E
		4.3	Experience of working abroad or of working in partnership with organisations overseas.	A	D
		4.4	Competence in more than one language.	A	D

Date of Revision	19.04.18		
Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

How to Apply

For further information or to apply, please visit www.minervasearch.com/glyndwr

Applications should be in the form of a CV and cover letter and sent to glyndwr@minervasearch.com

Closing date: 7 February 2019

Contact

Minerva can be contacted as follows:

Researcher

Aino Lukkari

Consultant

Rebecca Jones

Consultant

Ben Tucker

Assistant

Kellie Horner

Should you wish to have a conversation, please contact Aino or Rebecca at glyndwr@minervasearch.com