Associate Dean Education

Reference: R220033
Salary: Grade 10, £51,799 to £60,022 per annum depending on experience
Contract Type: Continuing
Basis: Full Time
Job description

Responsible to: Executive Dean, Deputy Dean (Education)

Job Purpose: To lead and oversee all education issues related to the student experience, quality, accreditation, accreditation, and examination matters.

Main duties and responsibilities

Strategic Planning/Operational Management

- Formal responsibility for student experience and associated metrics.
- Formal responsibility for External Examining arrangements within the College.
- Formal responsibility for fitness to practise issues and communicating outcomes to Professional, Statutory and Regulatory Bodies (as required)
- Overall responsibility for the College periodic review and annual monitoring process and reporting for taught degree programmes.
- Formal responsibility for approval of Recognition of Prior Learning (RPL)
- Formal responsibility for quality of taught programmes in the College
- To oversee accreditation processes of PSRBs, working with programme directors.

Quality and Performance Management

- To chair the College’s Learning and Teaching Committee and serve on or chair other Committees, Working Parties and Groups of the College related to the role.
- To have oversight of key programme performance metrics such as student employability, retention and satisfaction and work with colleagues to ensure achievement and improvements where necessary.
- To contribute to the continuous review of the College’s portfolio of taught programmes.
- To work with senior colleagues to chair examination boards in the College

Generic Duties and Responsibilities:

- To develop effective relationships with key external stakeholders and identify relevant opportunities that will be to the advantage of the University.
- To contribute to relevant internal committees, chairing as required and engage with relevant external groups and stakeholders.
- To undertake other responsibilities and duties as reasonably requested by the Executive and Deputy Dean.
- To pursue own scholarship and teaching, contributing to the College’s research and teaching programmes.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
Promote equality of opportunity and support diversity and inclusion as well as working to support the University’s environmental sustainability agenda and practices.
### Person specification

<table>
<thead>
<tr>
<th><strong>Essential</strong></th>
<th><strong>Method of assessment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and qualifications</strong></td>
<td></td>
</tr>
<tr>
<td>A good degree in a relevant discipline.</td>
<td>Application form/CV</td>
</tr>
<tr>
<td>A PhD in a relevant area (or equivalent professional qualification)</td>
<td></td>
</tr>
<tr>
<td>Senior or Principal Fellow of Higher Education Academy</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
</tr>
<tr>
<td>Leadership in education management i.e. as programme director</td>
<td>Application form, interview and presentation</td>
</tr>
<tr>
<td>Significant track record of teaching excellence, delivering an excellent student experience.</td>
<td></td>
</tr>
<tr>
<td>Experience of quality and accreditation processes and requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Aptitude and skills</strong></td>
<td></td>
</tr>
<tr>
<td>Interest and commitment to the delivery of a high quality learning experience, continuous improvement and innovation.</td>
<td>Interview and presentation</td>
</tr>
<tr>
<td>Ability to formulate and implement strategy.</td>
<td></td>
</tr>
<tr>
<td>Excellent communication / presentation skills across a variety of media and a range of audiences.</td>
<td></td>
</tr>
<tr>
<td>Ability to work flexibly both as part of a team and as an individual.</td>
<td></td>
</tr>
<tr>
<td>Ability to lead a team as role model and exemplar of organisational behaviours</td>
<td></td>
</tr>
<tr>
<td>Persuasion and influencing skills</td>
<td></td>
</tr>
<tr>
<td>Ability to communicate the strategic and values of the College effectively</td>
<td></td>
</tr>
<tr>
<td>Commitment to inclusion and wellbeing throughout the College</td>
<td></td>
</tr>
<tr>
<td>Understanding of key issues in teaching and research</td>
<td></td>
</tr>
</tbody>
</table>
How to apply

You can apply for this role online via our website [https://www2.aston.ac.uk/staff-public/hr/jobs](https://www2.aston.ac.uk/staff-public/hr/jobs).

Applications should be submitted by 23.59 on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).
Contact information

Enquiries about the vacancy:
Name: Professor Tony Clark
Job Title: Interim PVC-Dean College of Engineering and Physical Science
Email: tony.clark@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:
Post-Brexit transition period / EU Settlement Scheme
The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.
If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**
https://www.gov.uk/skilled-worker-visa

**Global Talent Visa**
If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:
- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
https://www.gov.uk/global-talent

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual’s career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). The University’s Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

**Aston University**  
Birmingham  
B4 7ET, UK.  
+44 (0)121 204 3000  
aston.ac.uk