



**POTENTIAL**

## Deputy Dean (Research)

**Reference:** R220391

**Salary:** Competitive

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## **Job Purpose:**

This is a senior management role, carrying leadership responsibilities within the College for Research strategy and activities, representing the College's interests across Aston University, and representing the College and University externally.

The Deputy Dean (Research) carries overall responsibility for the College Research Strategy and activities to ensure sustainable research development, efficient implementation, high quality outputs and impactful engagement.

Candidates must have an established and credible research track record in an area complementary to the College's current activities, including completed supervision of doctoral students and a track record of research grant awards and partnerships, enabling them to lead by example in this domain. They must be able to demonstrate leadership, management and execution of research and innovation at a senior level with excellent nurturing, communication, and interpersonal skills.

Candidates must have a strong knowledge of the external research landscape, a good understanding of research culture in HE and be adept at the formulation and implementation of strategy, structures, and processes.

## **Main duties and responsibilities**

### **Strategic Planning**

- ▶ To be a member of the College's Senior Management Team, working collaboratively with the Executive Dean and other members of SMT to ensure the College performs to its potential
- ▶ To lead the implementation and delivery of the College Research Strategy ensuring it aligns and delivers on institutional Research and Enterprise Strategy, objectives and KPIs as defined by the Executive Dean.
- ▶ To ensure appropriate action is taken to meet/exceed research KPIs
- ▶ To work with Heads of Research Institutes, Research Centres and Schools to ensure research objectives are met.
- ▶ Ownership and delivery of the annual research planning process; setting annual research targets and investment priorities.
- ▶ Overseeing strategic development of capital and estates in collaboration with the Director of Operations, to enrich and support the research environment and culture within the College

### **Operational Management**

- ▶ Oversight of doctoral programmes and provision in the College, including induction, research training, ethics, fieldwork, and examination, in co-ordination with the University's Graduate School.
- ▶ Oversight of research ethics procedures in the College and contribution to the Research Ethics Committee
- ▶ Responsibility for encouraging, reviewing, and approving strong research award applications
- ▶ Administering the allocation of College and UKRI research studentships
- ▶ Coordinating and/or contributing to large scale research bids and initiatives

- ▶ Contributing to staff research-student consultative committee
- ▶ To promote effective communications within the College with regards to research activities and opportunities.

### **Quality & Performance Management**

- ▶ Overall responsibility for the delivery of the Research excellence Framework (REF) for the College working closely with the University Director of Research, strategy Funding and Impact, and PVC – Research.
- ▶ Contribute to the College's objective of improving international reputation through international rankings.
- ▶ Provide expertise and perform horizon scanning for the development of new opportunities on a regional, national, and international level.
- ▶ Identify opportunities and implement strategies to maximise grant capture and research income.
- ▶ Keep abreast of relevant legal and governance issues relevant to research and innovation, including intellectual property rights, tendering requirements, and research ethics.
- ▶ Responsibility for the submission of the annual and periodic reviews, ensuring action is taken on recommendations.
- ▶ Oversight and delivery of actions with regards to the PRES.

### **Partnership and Collaboration**

- ▶ Represent the College within the University and with external stakeholders to promote the College's public image locally, nationally, and internationally.
- ▶ Work collaboratively with key stakeholders to design and implement the College Research and Enterprise strategy.
- ▶ Grow international, national, and local research and innovation partnerships working with SMT (Senior Management Team Colleagues) and the RKE (Research & Knowledge Exchange) team.
- ▶ Communication and external presentation of the College's research profile with funding bodies, other institutions, and industry.

### **People Management**

- ▶ Co-ordinating and participating in mentorship of the college's Early Career Academic cohort and senior staff
- ▶ Ensuring the smooth integration of new T&R staff into the College's research environment via effective induction and ongoing development activities
- ▶ Responsibility for creating and maintaining a vibrant and sustainable research culture within the College
- ▶ Line management of the Director of Research Degrees and appropriate Associate Deans within the College

### **Generic Duties & Responsibilities**

- ▶ The post holder will be required to contribute to relevant internal committees, chairing as required and engage with relevant external groups and stakeholders.

- ▶ The post holder will be expected to deputise for the Executive Dean where appropriate.
- ▶ The post holder will be expected to undertake other responsibilities and duties as reasonably requested by the Executive Dean.
- ▶ The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

**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

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>A good degree in a relevant discipline.</p> <p>A PhD in a relevant area.</p> <p>SFHEA or equivalent HE teaching qualification (or the desire to achieve this).</p>	Application form
<b>Experience</b>	<p>Good knowledge of national HE policies.</p> <p>Good understanding of university culture.</p> <p>Substantial experience of budget planning and of financial management.</p> <p>Substantial experience of people issues and of handling culture change.</p> <p>Significant research experience including leadership and management of a research team</p> <p>A sustained and successful track record of attaining research or commercial funding.</p> <p>A sustained track record of publication in internationally recognised quality journals, or an international reputation as an authority in their field.</p> <p>Experience of post-graduate and post-doctoral supervision.</p> <p>Experience of teaching on relevant undergraduate and postgraduate programme.</p>	Application form, interview, and presentation
<b>Aptitude and skills</b>	<p>Ability to formulate and implement strategy.</p> <p>Excellent leadership qualities and a high level of management skills.</p>	Application form, interview, and presentation

	Essential	Method of assessment
	<p>Excellent communication / presentation skills across a variety of media and a range of audiences.</p> <p>Ability to work flexibly both as part of a team and as an individual.</p>	



# Contact information

## Enquiries about the vacancy:

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## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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>

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gets real.**