Vice Dean (Aston International Institute at Henan University)



Reference: 2035-26

Grade: 10

Salary: £59,390 to £68,817 per annum, depending on experience

Contract Type: Fixed term (48 months)

Basis: Full Time

Job description

Job Purpose:

Main Duties/Responsibilities

The Vice-Dean will provide strategic and academic leadership for the Joint Education Institute (JEI) between Aston University and Henan University, acting as Aston University's senior academic representative within the partnership.

The post holder will lead the effective delivery and development of the JEI, ensuring high academic standards and an excellent student experience, while supporting staff and strengthening collaboration between both institutions. The role will also contribute to teaching and research within Electrical & Electronic Engineering and/or Mathematical Sciences.

Working arrangements: This is a four-year fixed-term, UK-based appointment requiring regular international travel and substantial periods working in China each academic year, including a mandatory period currently during May and June.

Strategic Leadership and Partnership Development

- Provide academic and strategic leadership for the JEI on behalf of Aston University.
- Act as Aston University's primary academic representative within the institute.
- Build and maintain strong professional relationships with senior leaders and stakeholders within the partner institution.
- Foster a collaborative and effective partnership culture based on mutual trust, respect and shared objectives.
- Support the development and implementation of the JEI strategic plan and associated objectives.
- Identify opportunities for growth, enhancement and innovation within the partnership.
- Represent Aston University at internal and external meetings, events and governance forums in both the UK and China.
- Support the development of industrial, professional and governmental relationships relevant to the JEI.
- Promote Aston University's international reputation and profile.

Academic Quality, Standards and Governance

- Lead the implementation and oversight of Aston University's academic regulations, policies and quality assurance requirements within the JEI.
- Ensure that all programmes and modules are delivered in accordance with approved specifications and University requirements.
- Monitor academic quality, student outcomes, progression, retention, attainment and graduate success.
- Work with programme directors, module leaders and professional services teams to ensure robust quality management processes.
- Support periodic review, validation, accreditation and external examiner processes.
- Prepare reports and papers for University committees, JEI governing boards and senior leadership groups.
- Ensure effective management of academic risk and implementation of appropriate mitigation measures.

Teaching and Student Experience

- Contribute directly to teaching on JEI programmes.
- Deliver lectures, workshops, project supervision and assessment activities as appropriate to discipline and expertise.
- Support curriculum enhancement and educational innovation across JEI programmes.

- Engage directly with students through academic advising, student forums, induction activities and progression events.
- Champion student engagement, inclusion, employability and wellbeing.
- Ensure that student feedback is effectively gathered, reviewed and acted upon.

Staff Leadership and Academic Community Building

- Provide leadership and support for Aston academic staff contributing to JEI delivery.
- Support the recruitment, induction, mentoring and development of staff involved in the partnership.
- Work effectively with flying faculty and colleagues based in both the UK and China.
- Promote effective communication and collaboration between local and Aston-based teams.
- Contribute to performance and workload planning discussions associated with JEI activities.
- Foster a positive, inclusive and high-performing academic culture.

Operational Management

- Work with School and University professional services teams to support successful programme delivery.
- Contribute to resource planning, staffing arrangements and operational delivery models.
- Support student recruitment, admissions and conversion activities where appropriate.
- Monitor operational performance and contribute to the continuous improvement of processes and systems.
- Ensure effective management of issues arising within the partnership and support timely resolution.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- 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
Education and qualifications	Doctorate in a relevant discipline (electrical or electronic engineering or mathematics). National / International Academic standing consistent with appointment at Reader level. Senior Fellowship of Advance HE (SFHEA)	Application form and interview
Experience	Significant experience of leadership and management within higher education. Experience of transnational education partnerships. Experience of teaching and curriculum development in higher education. Experience of quality assurance, academic governance and regulatory compliance. Experience of working effectively with international partners and external stakeholders. Experience of managing complex projects, initiatives or academic programmes. Demonstrable record of achievement in research, scholarship or professional practice.	Application form and interview
Aptitude and skills	Strong understanding of UK higher education quality assurance and academic standards. Excellent communication, influencing and relationship-management skills. Ability to work effectively across cultures and international contexts.	Application form and interview

	Essential	Method of assessment
	Strong organisational and problem-solving capabilities. Ability to build effective partnerships and lead through influence. Commitment to equality, diversity and inclusion.	
Additional Requirements	Willingness and ability to spend periods working in China each year. Ability to undertake regular international travel. Eligibility to obtain all necessary visas and permissions to work in China.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Principal Fellow of the Higher Education Academy (PFHEA).	Application form
Experience	Experience of working with Chinese higher education institutions. Experience of international programme development and delivery. Knowledge of Chinese higher education systems and regulatory frameworks. Experience of leading international collaborations, partnerships or institutional initiatives.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



How to apply

You can apply for this role online via our website 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Professor Claire Lucas
Job Title: Executive Dean, School of Engineering and Innovation
Email: C.Lucas@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@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: Benefits and Rewards | Aston University

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/skilled-worker-visa You can also find further information on our candidate immigration web page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration web page for further details.

Before you start and Right to Work

Right to Work Check
All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents
There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england and https://www.citizensadvice.org.uk/housing/
You can also use property search websites such as Rightmove or Zoopla.

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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