RAVENSBOURNE

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Dean of Design

Area: School of Design

Pay Band: Senior Management

Reports to: Deputy Director

Purpose of Role:

To provide academic leadership and management for the School of Design ensuring that the aims and objectives of Ravensbourne's Strategy 2015-2018 are achieved; to lead on the development across Ravensbourne of (Research and Knowledge Exchange/Teaching and Learning); and as a member of the Senior Management Team to contribute to Ravensbourne's overall strategic and operational management.

Role Responsibilities:

- To ensure that the School contributes fully to the achievement of Ravensbourne's strategic aims and objectives

- To lead the School in the strengthening of academic standards and quality enhancement

- To ensure the delivery in the School of academic excellence in learning, teaching, research and knowledge exchange, and the continuous improvement of academic standards, quality enhancement and academic administration

- To promote innovation in learning and teaching, research and knowledge transfer and academic administration

- To line manage the Associate Deans of the Departments in the School and ensure the effective delivery of all Courses, and the development of new educational models for HE and industry

- To ensure the provision across the School of a distinctive and inclusive student experience that is underpinned by research-informed teaching, strong student progression and high levels of employability.

- To support the growth of income and diversification in the School's portfolio of activities, including new modes of educational delivery, research, knowledge transfer, training and consultancy.

- To ensure that School activities are appropriately resourced including staffing, and physical and technical resources required by courses and for other activities, leading

on the development of the School's organisational capacity and capability.

- To ensure that all academic staff participate in the Annual Performance Review and Development programme and that staff receive appropriate support for their development needs

- To forge and maintain dynamic relationships with UK and international partners in industry, Higher Education, the cultural sector, the locality and with alumni

- To ensure that the activities of the School and of individual courses are appropriately marketed and that the School achieves its home/EU and international recruitment targets

- To manage the School budget and contribute to the planning of annual target numbers.

- To ensure that institutional policies and procedures are implemented effectively at School level

- To ensure the implementation at School level of efficient and effective academic administration

- To lead and coordinate the development across Ravensbourne of Research and Knowledge Exchange or Teaching and Learning

- To undertake other duties that are consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done

- To demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.

- To work within Ravensbourne's Code of Conduct and other Rules

- To comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate

- To carry out the policies, procedures and practices of Health & Safety in all aspects of the role, and to ensure that guests to the Institution are given appropriate health and safety information on arrival

- To demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work, and show commitment through everyday practice in the role

- To work in accordance with, and promote Ravensbourne's environmental sustainability policy and practices

- To work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate

- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness

Key Working Relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):

Deputy Director

Relevant Associate Deans and their Course Leaders

Director, Executive Team, fellow SMT members and their respective Heads of Services

Relevant industry and academic networks

Resources Managed

Budgets: School budget

Staff: Associate Deans of Departments

Other (e.g. equipment; space):

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
Core Personal Skills **Minimum Qualification Required :** A Degree, appropriate professional qualification or equivalent. A post-graduate qualification (preferably a relevant doctorate) A PGCE or HEA accreditation or the ability to achieve one of these	✓ ✓ ✓	
Experience Current knowledge and understanding of the industries represented in the School	✓	
Experience of working professionally in one of these areas	✓	
Substantial experience of academic delivery (learning and teaching, research and knowledge transfer) and management in one of these areas	✓	
Significant experience of carrying out a leadership and management role preferably in higher education and/or in a relevant area of professional expertise including performance management.	✓	
Knowledge, understanding and significant experience of managing and implementing academic standards, quality assurance and quality enhancement in higher education	✓	
Knowledge, understanding and experience of marketing management and business planning processes and tools to facilitate the identification of new markets and the evaluation of potential business ideas, including the setting up of projects and the management of delivery	✓	
Knowledge, understanding and experience of complex business contexts involving multiple income streams and the impact of changing environments on this e.g. higher education strategic, funding and commercial contexts	✓	
Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them.	✓	

Experience (continued)		
Knowledge, understanding and experience of approaches to flexible delivery of courses	✓	
Knowledge, understanding and experience of the issues relating to widening participation and student retention.	✓	
Knowledge, understanding and experience of the new product development process and its relevance to academic and business contexts.	✓	
Understands how to set up agile command structures for short term projects (e.g. working groups that deliver intended outcomes), of leading projects and of achieving outcomes within a given timescale	✓	
Experience of business planning, the forecasting of student numbers and resource requirements associated with an expanding or contracting portfolio.	✓	
Strong network of contacts in areas relevant to the post with evidence of successful collaborations	✓	
Experience of innovation in learning and teaching in higher education and an ability to evaluate and embed new initiatives successfully	✓	
Experience of working collaboratively with students with significant outcomes beneficial both to the individual learner and to the wider institutional community	✓	
Customer focus and service Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them.	✓	
Enterprise and Support for Income Generation Understands the critical importance of income generation, in particular from student recruitment, and is alert to the opportunities for increasing income from existing or new sources, taking action as necessary.	✓	

Team Working Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved.	✔	
Communicating and Relating to Others Communicates clearly both orally and in writing (including formal and informal written documents). Can build and maintain effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon.	✔	
Organising Work Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met.	✔	
Problem Solving and Decision Making Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation	✔	
Future Focussed and Change-Ready Understands their current position in the broader environmental context and is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements.	✔	
Numeracy and Statistics Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand.	✔	
<u>Using IT</u> **IT General** Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a Virtual Learning Environment **IT Specific** Has a strong understanding of the role and future potential of digital technology in industry.	✔ ✔	

IT Project Management Strong IT skills including, if using online project management tools, an awareness of the functional specifications of these tools in managing projects, such as Basecamp.		✓
IT Hardware An awareness of audio visual input and output, including basic trouble shooting with adaptors (VGA, DVI), how to adjust and mirror laptop screen output to projectors, how to connect a range of peripheral devices such as mice, screens, Ethernet connections	✓	
IT System Know how to search for and connect to a range of wireless network connections, how to change audio output and video and microphone inputs for a laptop. To be aware of home folders synchronisation and to be guided to maintain good housekeeping in terms of location of folders on local and network drives. To be able to use cloud based services provided by Ravensbourne after instruction: Googlemail, Google documents, shared spreadsheets	✓	
IT Software Know how to be able to launch applications successfully and close them again. To be able to use a range of different browsers effectively and appreciate their differences. To be able to save outputs from Microsoft Office programs in a variety of outputs supported by those programs, for the purposes of sharing.	✓	
Core Leadership and Management Skills **Management and continuous improvement of operational delivery** Leads and manages the operational delivery of a course or service, ensuring that standards are met and delivery continuously improved, to the satisfaction of those who pay for and/or receive the service	✓	
Strategic and Business Planning and Implementation Leads and manages the identification, articulation and implementation of strategic and/or business plans	✓	
Team Leadership and Management Leading and managing team(s) successfully towards specific agreed outcomes in ways that engage, motivate and develop team members	✓	

Project Management Leads a project throughout its life cycle, using the methodology to ensure the Project achieves its agreed purposes.	✓	
Resource Management Ensures that the resources required are available at the right time and in the right place, and appropriately monitored, so that the work can be done effectively and efficiently	✓	
Staff Management Ensures that all staff managed are properly, deployed and developed in their role, and are enabled to make their contribution to the achievement of short and medium term objectives and longer-term organisational success	✓	
Bidding for Funds Leads the process of bidding for project funding including the development of partnerships where required.	✓	
<u>**Academic and Technical Knowledge and Know-How**</u> **Subject Knowledge and its Application** Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of keeping up to date in the application of that knowledge, for teaching and other aspects of the role	✓	
Inter-Disciplinarity Understands inter-disciplinary and convergent processes in creative and digital activities, and demonstrates a commitment and ability to ensure this is reflected in the educational offer	✓	
Applied Research and Knowledge Transfer (including Consultancy) Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of applying that knowledge in an industrial/professional practice context	✓	
Planning and Managing Student Events Ensures that the work of existing and graduating students is presented and promoted effectively to a wide range of audiences, through an innovative programme of events and activities	✓	

Professional Context Develops and maintains an understanding of how developments in the professional, legal, regulatory and educational contexts impact upon own role specifically, and Ravensbourne more generally	✓	
Academic and Technical Educational Delivery, Systems and Processes **Teaching and Learning** Combines subject content and learning and teaching methods in ways that fully enable learners to achieve their goals	✓	
Student Recruitment, Admission and Induction Ensures that prospective students are attracted by Ravensbourne's offer and assisted in making their choice; that they are selected fairly and in accordance with equality and diversity principles; and that they are enrolled and registered promptly and efficiently, and receive an effective induction	✓	
Student Engagement Involves students fully in their educational experience by encouraging them to contribute as Course Representatives or Student Union Officers; participating in course evaluation and curriculum design; and helping them understand the nature of their educational experience, by setting realistic expectations	✓	
Course Administration and Quality Assurance Supports the delivery of education to students by contributing to the efficient running of the programme, in accordance with Ravensbourne's quality standards and procedure	✓	
Course and Curriculum Design Designs and re-designs courses and associated curricula, bringing together digital technology and creative content in ways that ensure effective student learning and future employability	✓	
Technical Equipment Ensures that all equipment in use is fit for educational purpose, and that new equipment is purchased cost effectively, installed safely, and regularly maintained	✓	
Technical Tutor Support To facilitate the Technical Tutor service in supporting effective induction and Health and Safety awareness	✓	

Industry and Educational Context Develops and maintains an understanding of how changes in both the relevant industries and higher and further education impact upon the role specifically and Ravensbourne more generally	✓	