Job Description

**Prifysgol Wrecsam
Wrexham University**

Faculty/Department	Faculty of Arts, Computing & Engineering
Job Title	Associate Dean (Research and Enterprise)
Reports to	Dean of Faculty
Responsible for	

Principal Accountabilities

To provide academic leadership and management in the Faculty of Art, Computing & Engineering, supporting the Faculty Dean in delivering the University Vision and Strategy.

Specifically, to undertake strategic leadership in relation to Research and Enterprise (Knowledge Exchange) 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

Associate Dean (Research & Enterprise)

- Provide academic research and enterprise leadership to those working within subject areas; coordinate the work of others and agree objectives and work plans of academic staff; ensure PGR student needs and expectations are met and that time and resources are used effectively by working closely with the Research Office.
- Lead the Faculty Research & Enterprise Enhancement Team to engage all staff in achieving research targets set out in FACE action plan.
- Sit on REF Group and support post-REF analysis and ongoing REF preparation; Chair relevant Faculty groups to review practice and procedures and plan strategic developments; represent the Faculty at University level on appropriate committees,

working groups and cross-faculty groups of interdisciplinary research e.g. Member of University Research Committee, report on FACE data; Vice chair of sub Research Degree Committee.
- Support the ongoing process for gaining RDAPs, including interactions with external reviewers as needed. Sit on RDAPS working group.
- Work with the Pro Vice-Chancellor for Research, University Research Services, Enterprise and Development and with external partners such as UKRI, QAA, Advance HE, professional accreditation bodies and others to develop and advance practice in relation to research that results in an active and engaging Faculty research environment.
- Support effective strategic planning and implementation of priority actions related to research.
- Deliver relevant strategic objectives, working collaboratively across the University and externally to ensure a coherent approach to achieving those objectives

Staff research and enterprise development

- Monitor the peer review of staff Personal Research and Enterprise Plans (in relation to the PDR).
- Meet new academic staff to discuss their research ambitions, ensure PRP's are completed yearly.
- Support research development for academic members of staff.
- Support research grant income generation.
- Review FACE research strategy and implement university research action plan.
- Oversee collation of research information from individual Personal Research Plans to give a faculty wide picture of the research strengths and areas for development

PGR students

- Sign off on University of Chester paperwork (e.g., regular meeting with Student Admin and Associate Deans Research to sign off paperwork for UoC).
- Oversee admissions and processing of postgraduate research students (inc. transfer, exits, exam panels and awards etc.).
- Ensuring paperwork is in place for new supervisory teams, updating PGR supervisory register, oversight of supervisors including finding replacement supervisors.
- Assisting in PGR review and assessment, IPAPS, IPAMS, chairing viva's etc.
- Monitor and support research performance through the PGR student journey.
- Work with Research Services and the Graduate Tutor to maintain oversight of the performance of Faculty Postgraduate Research Students and Supervisory Staff.

Academic Role

- Produce national and internationally recognised outputs on topics relevant to specialist subject area – exhibitions, journal articles etc.
- Attend conferences in specialist subject area to liaise and network with national/international colleagues and give presentations and lectures in own specialism.
- Participate in external working groups and participate in collaborative projects where relevant.
- Originate and develop internal and external collaborative groups to pursue research

and other interests.
- Participate in peer review of publications and review research grant applications.
- Play role in the civic mission and public understanding of research.
- Play role in the knowledge exchange in civic mission and collaboration with enterprises; commercial, public and third sector organisations
- Lead and monitor progress on research and enterprise projects and writing reports to relevant bodies about progress of research.
- Lead team of researchers and knowledge exchange – recruiting, selecting and managing the work of staff, directing the research and knowledge exchange programmes.
- Investigate new areas of research and knowledge exchange opportunities within specialist subject area – this may involve national and international collaboration with members of other Higher Education Institutions or organisations.
- Identify research and knowledge exchange topics and initiate analysis that will be original and innovative.
- Identify major research and knowledge exchange opportunities within own specialist subject area and investigate potential.
- Deliver teaching to undergraduate and postgraduate students.
- PGR, Research Assistants, Research Associates and/or Knowledge Transfer Associates Supervision/Line management.
- Develop expertise in strategically important areas in the faculty
- Strengthen the Teaching Research Nexus through developing stronger links with PGR, PGT and UG.
- Enhance understanding of FACE research and impact through the promotion of interdisciplinary research across the Faculty and the University.
- Play lead role in Civic Mission working with Head of Public Policy and Engagement.

Special Features

- The University is a signatory to the Researcher Development Concordat and Research Integrity Concordat. The post holder is expected to adhere to the requirements of this provision.

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 Wrexham 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 as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

Prifysgol Wrecsam
Wrexham University

Job Title: | Associate Dean (Research & Enterprise)

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

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 Research 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.	I	E
		1.9	Ability to relate to external bodies by developing effective two way Partnerships with key stakeholders.	A I	E
		1.10	Ability to develop agile and responsive academic programmes.	A 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	E
		1.13	Support a culture of equality, diversity and social responsibility	A	E
2	General & Specialist Knowledge	2.1	Knowledge of the HE landscape 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 Standards Framework for Higher Education.	A	E
		3.4	An approved teaching qualification.	A	D
		3.5	Holder of Reader or Professorial title	A	E
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		||		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		W/L	Workshop/Lecture
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

Our Values.
Excellence.
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