

EXECUTIVE DEAN OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

CANDIDATE APPLICATION PACK



NO.1
IN THE UK FOR
BOOSTING GRADUATE
SALARIES
The Economist 2017

Nº.21
UNIVERSITY
IN THE UK
*in The Guardian
University Guide 2020*



97.5%
OF GRADUATES
WORKING
OR IN FURTHER
STUDY
DLHE 2017

port.ac.uk

A MESSAGE FROM THE VICE-CHANCELLOR



The University of Portsmouth is proud to be bold, not old. We have embraced change to create a new breed of university, where collaboration and partnership underpin the way in which we work. We want to be judged on our achievements and by what we do to help others achieve. Those achievements have been reflected in the award of TEF Gold, in our REF outcomes and in league table performance, but we are not complacent and our ambition is for continued improvement and excellence.

The University of Portsmouth is a place where both staff and students achieve great things. As Vice-Chancellor, I never cease to be impressed by the ambition and commitment of colleagues towards growing our reputation through inspirational education and excellent research and innovation.

We have grown our global profile, strengthened and broadened our research and innovation, enhanced our students' experience, particularly in preparing them for the world of work, and developed our role within the city and the region. We are now looking for a new Executive Dean of the Faculty of Humanities and Social Sciences to build on these foundations.

It's an exciting time to join the University as we launch our 2030 Vision and 2025 Strategy and look to become the UK's top modern university and one of the top 100 young universities in the world.

Portsmouth is a bustling and diverse city with a strong maritime tradition and an equally strong sense of place and community. As a place to live, Portsmouth offers a stimulating environment that is perfect for career and lifestyle.

Thank you for your interest in the role of Executive Dean of the Faculty of Humanities and Social Sciences at the University of Portsmouth. As I hope you recognise, the University is an exciting and exhilarating place to work and study that is well placed to respond to the opportunities of the future. If you share our ambitions and values, then I hope that you will apply to join us.

A handwritten signature in black ink, reading "Graham Galbraith". The signature is fluid and cursive, with a long horizontal stroke at the end.

Professor Graham Galbraith
Vice-Chancellor

THE UNIVERSITY OF PORTSMOUTH

WORK AT THE UNIVERSITY
RANKED 21ST IN THE UK*



for Teaching,
Employability,
Internationalisation,
Facilities, and
Innovation.

QS Top Universities 2018

5,200
international and
EU students from
150 countries.



No. **1**

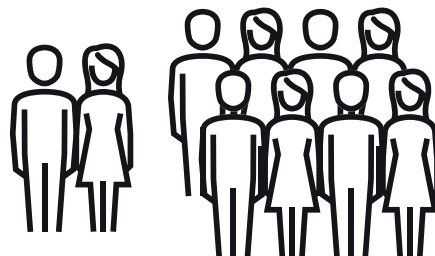


IN THE UK FOR
BOOSTING
GRADUATE
SALARIES

The Economist, 2017



Teaching
Excellence
Framework



2,900
STAFF

30,000
STUDENTS

OUR VISION, MISSION AND VALUES

A UNIVERSITY'S PRIMARY PURPOSE IS TO EDUCATE AND TRANSFORM LIVES. TO THIS, WE WOULD ADD THAT IT'S ALSO TO TRANSFORM THE LIVES OF THOSE AROUND US.

Our clarity of purpose is driven by our vision, mission and values.

OUR VISION

By 2030 we will be the UK's top modern university and one of the top 100 young universities in the world.

OUR MISSION

To create, share and apply knowledge to make a difference to individuals and society.

OUR VALUES UNDERPIN EVERYTHING WE DO

Ambitious

- We pursue bold ideas in an environment where creativity, innovation and success is encouraged and celebrated
- We nurture and value relationships and partnerships that foster a global outlook
- We inspire and support staff and students to achieve their potential and meet the challenges of society
- We never settle for second best

Responsible

- We act with integrity for the greater good
- We insist on upholding the highest academic and professional standards
- We respect and celebrate diversity and equal opportunity through an inclusive culture
- We aim for sustainability across all our activities

Open

- We work consultatively and collaboratively to benefit from new perspectives
- We share ideas and maintain transparency
- We are trustworthy and do what we say we will do
- We listen and respond to the needs of our students and staff

More information about the University's Vision 2030 and Strategy 2025 can be found on the website port.ac.uk/strategy.

THE ROLE

THE POST OF EXECUTIVE DEAN IS A SENIOR ACADEMIC LEADERSHIP ROLE WITHIN THE UNIVERSITY. THE EXECUTIVE DEAN HAS OVERALL RESPONSIBILITY FOR SETTING THE STRATEGIC DIRECTION OF THE FACULTY IN LINE WITH THE UNIVERSITY VISION. THEY WILL PROVIDE INSPIRATIONAL LEADERSHIP, MANAGEMENT AND PLANNING FOR THE FACULTY AND ITS CONSTITUENT ACADEMIC AREAS.

It is an exciting time to join the University as we have launched our 2030 Vision and 2025 Strategy and look to become the UK's top modern university and one of the top 100 young universities in the world.

The Executive Dean will lead the development and delivery of ground breaking educational partnerships and research, providing inspirational leadership and management of the Faculty.

The Executive Dean is directly accountable to the Deputy Vice-Chancellor and as a member of the University Executive Board contributes to key decision making in the best interests of the University and is expected to take an institutional view.

Leadership of strategic cross-University initiatives and projects will be undertaken as agreed with the Vice-Chancellor and Deputy Vice-Chancellor. Where the Executive Dean assumes leadership, they will report directly to the Vice Chancellor on these initiatives and projects.

The Executive Dean will have a professorial profile and may engage in teaching, scholarship or research activity, although this is unlikely to exceed 10% of their time.



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

IN THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES, OUR FOUR DEPARTMENTS DELIVER COURSES AND CONDUCT RESEARCH IN A WIDE VARIETY OF HUMANITIES AND SOCIAL SCIENCES SUBJECTS.

We deliver undergraduate and postgraduate courses and conduct research in a wide range of disciplines. We investigate the challenges and opportunities in an increasingly complex world across the field of humanities and social sciences both in the UK and globally.

In the last REF (2014), a high percentage of our research was deemed internationally excellent. Our three research centres delivered £3.48M in Research and Innovation income in 2018/19. Specific areas of strength include CEISR, the Centre of European and International Studies Research and the award winning Forensic Innovation Centre, and CSL. Other impactful research is focused on policing, violence against women and girls in developing countries, the health and well being of postgraduate students, celebrity and citizenship, education, history and social theory.

We are committed to engaging every student in a life-changing experience as they develop their intellectual skills studying in our academically rigorous courses. High-quality research underpins excellent and innovative teaching across our four departments with a consistently strong performance for Overall Satisfaction in the National Student Survey, (NSS). Our teaching is supported by the latest technology, with learning resources created in partnership between academics and experienced online course developers. We are committed to enhancing high employability rates among our graduates and prepare them for success in future careers with opportunities for a range of experiences from work placements, study abroad opportunities, international exchanges and a year-long placement with an employer.

We also support academic staff to develop partnerships and consultancy activities with public and private enterprise.

In total, we are home to more than 200 staff and 6,000 students from the UK, EU, and overseas located in four buildings around our compact city centre campus.

Our four departments are:

- Institute of Criminal Justice Studies (ICJS)
- School of Education and Sociology (EDSOC)
- School of Languages and Applied Linguistics (SLAL)
- School of Area Studies, History, Politics and Literature (SASHPL)

Our teaching areas at undergraduate and postgraduate level include:

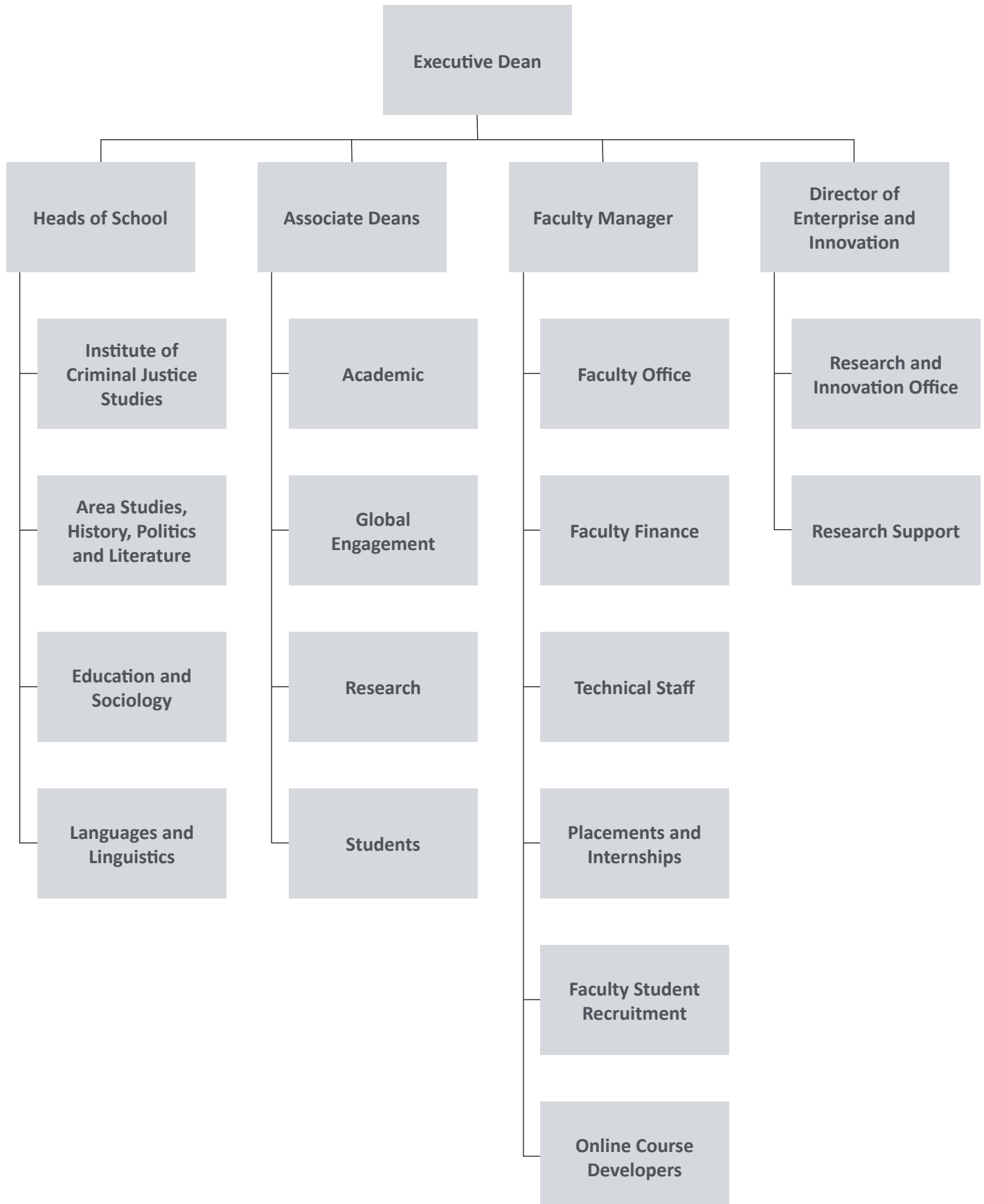
- Childhood, Youth and Education
- Criminology and Forensic Studies
- English Literature
- History
- International Development
- Languages and Linguistics
- Politics and International Relations
- Sociology and Gender Studies
- Social Psychology

STUDENT NUMBERS 2018/19

	FULL TIME			PART TIME			TOTAL
	UG	PGT	PGR	UG	PGT	PGR	
Home/EU	3006	130	40	555	601	118	4450
Degree Apprentice	0	0	0	0	44	0	44
International	375	39	24	14	25	5	455
Full-cost Home/EU							388
Collaborative UK							19
Online-Distance EU/Intl							462

More information about the Faculty is available on the University website port.ac.uk/about-us/structure-and-governance/organisational-structure/our-academic-structure/faculty-of-humanities-and-social-sciences

FACULTY OF HUMANITIES AND SOCIAL SCIENCES STRUCTURE



JOB DESCRIPTION

Job Title:	Executive Dean of the Faculty of Humanities and Social Sciences
Grade of Post:	Senior Post-holder – salary commensurate with responsibilities
Faculty/Centre:	Faculty of Humanities and Social Sciences
Department/Service: Location:	Park Building
Position Reference No:	ZZ601935
Responsible to:	Deputy Vice-Chancellor in relation to Faculty business and to the Vice-Chancellor for cross-University strategic initiatives.
Responsible for:	Heads of School, Associate Deans, Faculty Manager and other reports as appropriate
Effective date of job description:	January 2020

KEY RESPONSIBILITIES:

- To be ambitious in setting the strategic direction and leading the operational management of the Faculty and of its constituent academic areas within the context of the University's Vision and Strategy.
- Participate in University strategic and operational decision making as a member of the University Executive Board (UEB), and as an *ex officio* member of Academic Council and other committees and working groups.
- To lead strategic creative and innovative cross-University initiatives and projects as agreed with the Vice-Chancellor and Deputy Vice-Chancellor.
- To take ownership of and champion the collective decisions of UEB and University committees and to both communicate and implement these decisions effectively to with staff and students in the Faculty.
- To ensure the breadth, quality, standards, development and enhancement of the course portfolio, and for the quality of the student experience and outcomes.
- To ensure the quality of research outputs and impact, and to enhance both the research environment and the reputation of the Faculty.
- To embed enterprise and innovation activities across the Faculty and to ensure the quality of those activities.
- To manage evaluations by accrediting and other external bodies of the quality and appropriateness of the Faculty's provision.
- To develop workforce plans that recruit and retain a diverse workforce that takes into account emerging skills/student demand and the delivery of new digital and distributed course content.
- To agree targets for the recruitment and retention of students with the Executive Planning Group (EPG), to monitoring performance and ensure that the targets are met.
- To agree targets with EPG and UEB for income-generating activity and ensure that the targets are met.
- To lead the financial management of the Faculty, to agree budget targets with EPG and to ensure that the targets are met.
- As budget-holder for the Faculty, to lead in the allocation and control of those resources, including academic workloads, devolved to the Faculty and to ensure the transparency of such allocations.
- To provide the inspirational leadership and effective management needed to ensure the engagement, wellbeing and development of all academic and support staff in the Faculty, including impactful mentoring support, succession planning and the alignment of objectives with Strategy.
- To line manage the Heads of School, Associate Deans and Faculty Manager, including mentoring support, setting their objectives and conducting their Performance and Development Reviews.
- The development and management of appropriate organisational and administrative Faculty structures, including monitoring their effectiveness.

- The operation of an effective communication and committee system within the Faculty, including as Chair of the Faculty Executive Committee.
- To ensure compliance with University policies and procedures in the Faculty and its constituent academic areas.
- To ensure the assessment and management of risk, in line with the University's Risk Management Policy, including the escalation of matters where necessary.
- Accountability for health and safety within the Faculty as defined in the University's Health and Safety Policy.
- To undertake any reasonable task required by the Vice-Chancellor or the Deputy Vice-Chancellor.

WORKING RELATIONSHIPS (KEY INDIVIDUALS THE JOB HOLDER WOULD BE WORKING WITH):

- Vice-Chancellor
- Deputy Vice-Chancellor
- Chief Operating Officer & Deputy Vice-Chancellor
- Pro Vice-Chancellors
- Executive Deans of other Faculties
- Dean of Learning and Teaching
- Associate Pro Vice-Chancellor Education Partnerships
- Executive Director of Finance
- Executive Director of Human Resources
- Heads of Central Services
- HR Business Partner
- Direct reports as above



PERSON SPECIFICATION

SPECIFIC KNOWLEDGE AND EXPERIENCE

Rating

• Evidence of achievement and effectiveness as a visionary and energetic role model, innovator and team leader in areas of teaching, research and/or commercial services activities in a subject area relevant to the Faculty.	Essential
• Evidence of the ability and willingness to lead strategic change at a senior level.	Essential
• Evidence of experience in successfully leading and managing teams and individuals, including familiarity with appraisal and performance issues, setting objectives and evaluating outcomes, and equal opportunity issues.	Essential
• Experience of managing income and expenditure budgets to generate internal surpluses.	Essential
• Experience of initiating and developing mutually beneficial external relationships and partnerships, with a variety of private and public sector stakeholders.	Essential
• An understanding of key inter-relationships between the subject areas represented in both the Faculty of Business and Law and the wider University, particularly in relation to the University's Thematic Areas.	Essential

SKILLS AND ABILITIES

Rating

• Evidence of the ability to communicate University policy and strategy to staff and to facilitate its implementation, and to channel issues raised within the Faculty to other senior managers.	Essential
• An awareness of modes of communication and barriers to that communication.	Essential
• Evidence of the ability to contribute to University-level activities and to contribute to the development and implementation of University strategy.	Essential
• The ability to plan to ensure that continuing expenditure remains within available income, both on an annual and a longer-term basis.	Essential
• Evidence of the ability to allocate resources within budgets and to monitor the effectiveness of expenditure.	Essential
• The ability to plan for the flexible use of human resources.	Essential
• A corporate approach and leadership style, including an affinity with the Leadership Attributes of the University of Portsmouth.	Essential
• Evidence of the ability to lead and motivate academic and support staff at all levels.	Essential

QUALIFICATIONS, EDUCATION AND TRAINING

Rating

• Educated to doctoral degree level.	Essential
• Professorial level of achievement and recognition in an appropriate discipline area.	Essential

OTHER REQUIREMENTS

Rating

• A commitment to equality and diversity.	Essential
• Experience of reducing the attainment gap.	Desirable
• Experience of contributing to Athena Swan.	Desirable
• Experience of contributing to the Race Charter.	Desirable

TERMS AND CONDITIONS

The University offers 35 days annual leave plus Bank Holidays and Christmas closure.

There is a 12 month probationary period.

References will be taken up on acceptance of offer, and appointment is conditional on the receipt of satisfactory references.

Qualifications must be provided on the first day of employment. The successful candidate must evidence their Right to Work prior to starting with the University.

The successful candidate should live within a commutable distance and a relocation package may be available.

The appointee will be eligible to join the Teachers Pension Scheme.

In addition the University offers a comprehensive maternity scheme, library and sports facilities, retail discount platform and flexible working (subject to business need).

HOW TO APPLY

To find out more about this exceptional opportunity with one of the country's leading modern and innovative universities please contact our recruitment consultant Alan Walter on:

020 8138 9746 or email alan@dixonwalter.co.uk.

To apply please submit the following to alan@dixonwalter.co.uk

1. An up-to-date CV
2. A letter of application setting out your interest in the role and details of how you match the person specification (no more than 2 sides of A4)
3. Details of three referees and your current remuneration (Referees will not be contacted without your permission)
4. A completed Equal Opportunities form (also available to download from this site)

Following receipt of your application you will receive an acknowledgement from Dixon Walter. Within this response you will be required to provide consent under the new general data protection regulations. If you fail to provide this consent your application will not be processed further.

Closing date for applications: **28 February 2020**



THE UNIVERSITY AND THE CITY: A BREATH OF FRESH AIR

LIVELY, VIBRANT AND STEEPED IN HERITAGE, THE WATERFRONT CITY OF PORTSMOUTH HAS LONG BEEN A GATEWAY - A PORT OPEN TO NEW AND GAME-CHANGING PEOPLE AND IDEAS.

A place of commerce and exploration, Portsmouth has innovation running through its veins.

Campus buildings are dotted throughout the 'University Quarter' in the city centre. We are part of the bustle of city life, and many of our staff live in Portsmouth while students often settle here after graduation, further enriching our city's boundless creativity and vitality.

AN ISLAND CITY

The UK's only island city, Portsmouth offers a wonderful quality of life. Easy to get around with a terrific sense of community, highlights include four miles of beach fronting the Solent, where you can enjoy sailing, windsurfing and other watersports. Foodies and culture vultures love Southsea's thriving independent scene and, like any great city, Portsmouth has a fantastic range of bars, restaurants and cafés. For shopping, you have Gunwharf Quays, home to the 170m iconic Emirates Spinnaker Tower.

A MARITIME HISTORY AND FUTURE

Home to the Royal Navy, the Historic Dockyard attractions include HMS *Victory* and the award-winning Mary Rose Museum. Millions of visitors flock here from around the world. The city is also home to Ben Ainslie Racing and, in 2016, hosted the Louis Vuitton America's Cup World Series.

SPORT

The University is the proud main sponsor of Portsmouth Football Club. This strong partnership will play a huge role in the city, to help increase participation rates in higher education for the benefit of local communities. Every year, Southsea hosts the Great South Run, which has come to represent the passion for health and wellbeing in this waterfront city.

ROAD, RAIL, SEA AND AIR

We are just over an hour from London by rail, and Southampton Airport can be reached within 30 minutes. The International Ferry Port offers regular trips to Europe. The New Forest, the South Downs National Park and the Isle of Wight are within easy reach, as are the historic cities of Winchester and Chichester. Visit visitportsmouth.co.uk for more information.

