



UNIVERSITY OF  
PORTSMOUTH

# Executive Dean of the Faculty of Business and Law

## Candidate Information Pack

Closing Date:  
Monday 1 May 2023



# Welcome

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 Business and Law to build on these foundations.

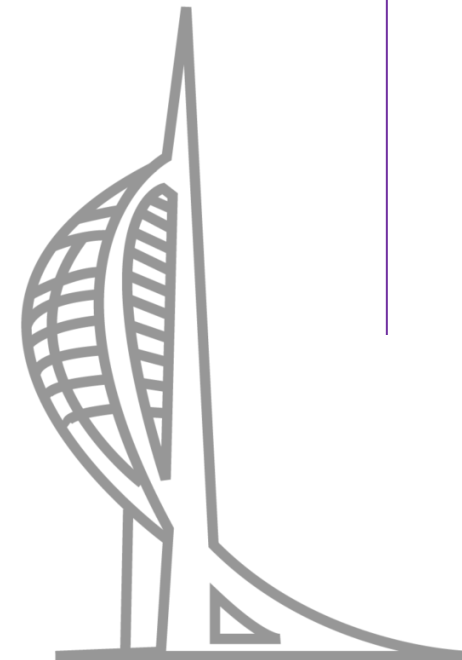
It's an exciting time to join the University as we pursue our 2030 Vision and look to become the UK's top modern university and one of the top 100 young universities in the world.

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 Business and Law 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.



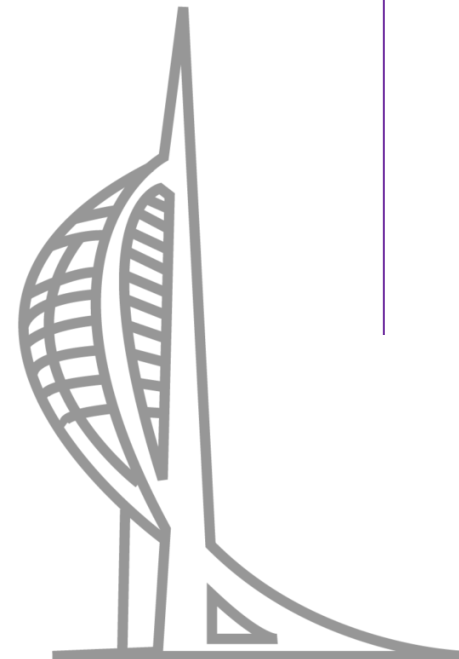
Professor Graham Galbraith  
Vice-Chancellor





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# The Role

## **Executive Dean of the Faculty of Business and Law**

Salary: Circa £115,000 per annum

The Executive Dean has overall responsibility for setting the strategic direction of the Faculty in line with the University vision.

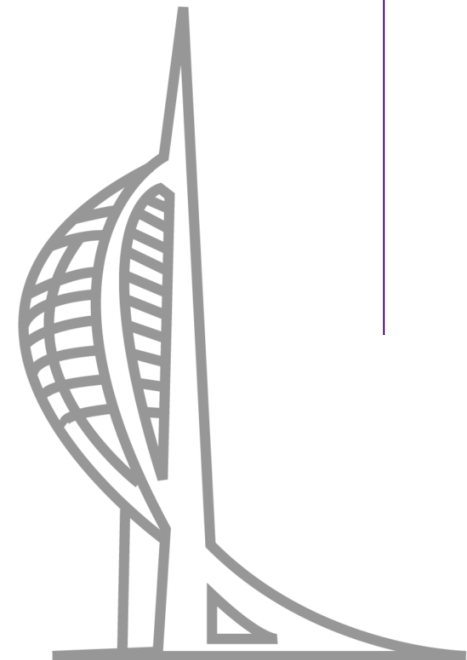
It is an exciting time to join the University as we have launched our 2030 Vision and 2025 Strategy and look to become the UK's top modern university and one of the top 100 young universities in the world.

The Executive Dean will develop strategy and lead the development and delivery of ground-breaking educational partnerships and research, providing inspirational leadership, management and planning of the faculty and its constituent academic areas.

The Executive Dean is directly accountable to the Senior Deputy Vice-Chancellor and Vice-Chancellor and as a member of the University Executive Board contributes to key decision making in the best interests of the university.

Leadership of strategic cross-University initiatives and projects will be undertaken as agreed with the Senior Deputy Vice-Chancellor and 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 or equivalent professional profile and may engage in teaching, scholarship or research activity, although this is unlikely to exceed 10% of your time.



# Job Description

**Job Title:**

Executive Dean of the Faculty of Business and Law

**Faculty/Centre:**

Faculty of Business and Law

**Department/Service: Location:**

Richmond Building

**Responsible to:**

Senior Deputy Vice-Chancellor in relation to Faculty business and to the Vice-Chancellor for cross-University strategic initiatives.

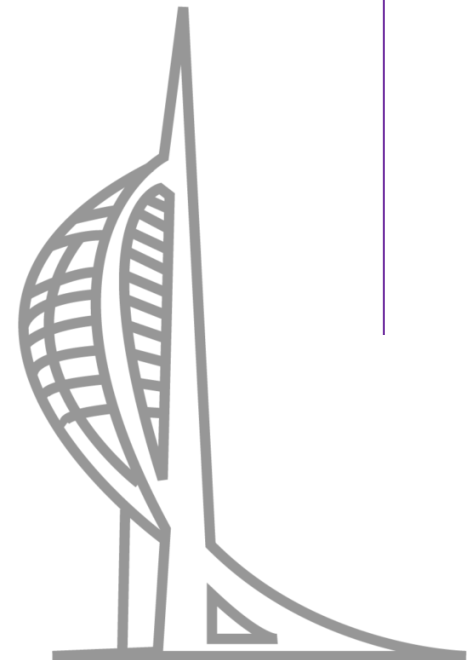
**Responsible for:**

Heads of School, Associate Deans, Faculty Manager and other reports as appropriate

**Effective date of job description:** January 2023**PURPOSE OF JOB:**

The Executive Dean has overall responsibility for setting the strategic direction of the faculty in line with the University vision. This post will provide inspirational leadership, management and planning for the faculty and its constituent academic areas.

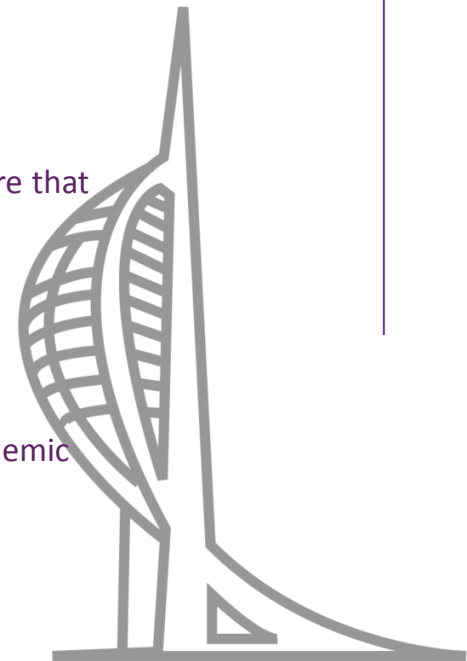
The Executive Dean will lead the development and delivery of ground-breaking educational partnerships and research. The Executive Dean is directly accountable to the Senior Deputy Vice-Chancellor.



# Job Description

## Key Responsibilities:

- To be ambitious in setting strategic direction and leading the operational management of the Faculty and 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-Chancellors.
- To take ownership and champion the collective decisions of UEB and University committees and to both communicate and implement these decisions effectively with staff and students in the Faculty.
- To ensure the breadth, quality, standards, development and enhancement of the course portfolio, and 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 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) monitoring performance to 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 resources, including academic workload allocations, devolved to the Faculty, and to ensure the transparency of such allocations.
- To provide 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 the Strategy.
- To line manage the Heads of School, Associate Deans, Head of Undergraduate Business Courses, Business Development Manager, International Co-ordinator and Faculty Manager, including mentoring support, setting their objectives and conducting their Performance and Development Reviews.



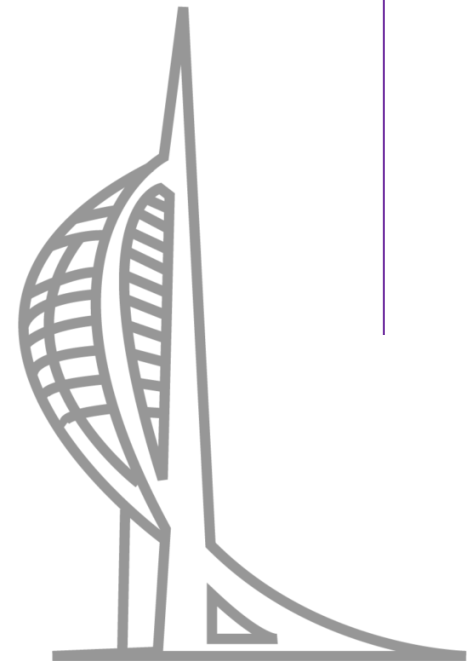
# Job Description

## Key Responsibilities

- 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 Senior Deputy Vice-Chancellor.

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

- Vice-Chancellor
- Senior Deputy Vice-Chancellor
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor
- Executive Deans of other Faculties
- Dean of Learning and Teaching
- Associate Pro Vice-Chancellor Education Partnerships
- Executive Director of Finance
- Chief People Officer
- Senior HR Business Partner
- Direct reports as above
- DVC (Global Engagement and Student Life)
- DVC (Research, Innovation and External Relations)
- Dean of Digital & Distributed Learning
- Heads of Central Services

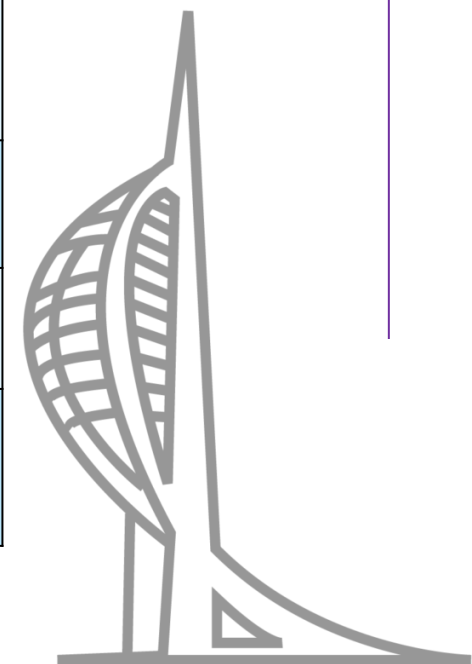


# Person Specification

## SPECIFIC KNOWLEDGE AND EXPERIENCE

## Rating

<ul style="list-style-type: none"><li>• 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.</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>• Evidence of the ability and willingness to develop and lead strategic change at a senior level.</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>• Experience of managing income and expenditure budgets to generate internal surpluses.</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>• Experience of initiating and developing mutually beneficial external relationships and partnerships, with a variety of private and public sector stakeholders.</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>	<b>Essential</b>



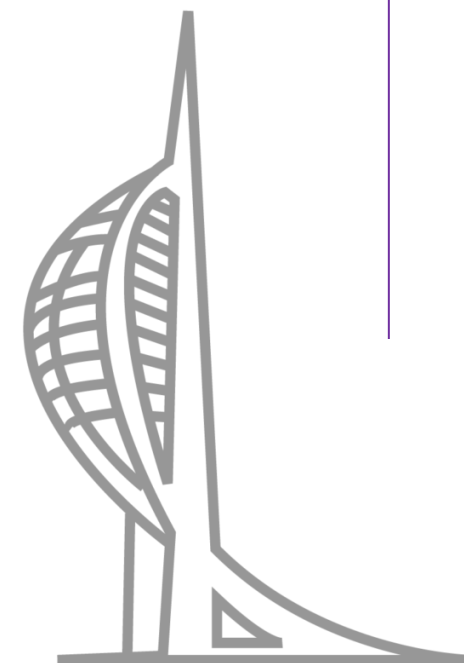


# Person Specification

## 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



# Person Specification

## QUALIFICATIONS, EDUCATION AND TRAINING

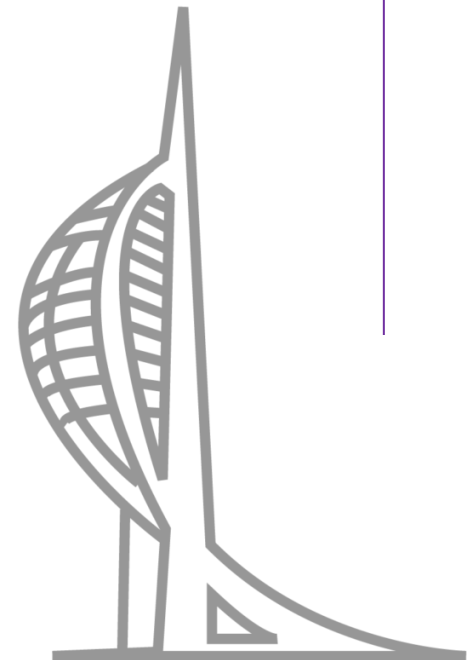
### Rating

• Educated to doctoral degree level (or equivalent)	Essential
• Professorial level of achievement and recognition in an appropriate discipline area	Desirable

## OTHER REQUIREMENTS

### Rating

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



# Faculty of Business and Law

The Faculty of Business and Law has a track record of sustained excellence in research and teaching.

The Faculty is on a journey as it continues to grow and develop. This is associated with a successful Research Excellence Framework (REF2021 outcome) which led to a doubling of those submitted and the Business School is now ranked third in REF 2021 in the Business and Management unit of assessment by research power against other modern universities in the UK.

The Faculty has three research centres/institutes:

- Centre for Innovative and Sustainable Finance;
- Centre for Operational Research and Logistics (with Faculty of Technology); and,
- Centre for Blue Governance.

With two more Research Centres in the final stages of sign off: Business Resilience Inclusive Development Growth and Enterprise (BRIDGE) and the Centre for Equitable Sustainability (CES).

The School of Law has well-developed areas of research expertise around accountability and rights, international and European law as well as wellbeing, legal education and the legal profession.



# Faculty of Business and Law

The Faculty combines excellence in research and scholarship with strong business and consultancy experience, and provides leadership in the development and dissemination of sustainable business and management practice. We have a strong innovation and enterprise focus being awarded the Small Business Charter (SBC), a major provider of the government's flagship Help to Grow scheme and The Enterprise Programme, a student enterprise programme supported by a growing body of Entrepreneurs in Residence (EIRs) nearing 50 in total.

On top of this, we are in the final stages of completing a major accreditation process in the Business School, which covers all our major courses, together with planned site visits for AACSB and EQUIS. The final stage will be the Business School's AMBA accreditation.

The School of Law operates a long standing and successful clinical legal education programme. This includes a clinic offering legal advice to the public as well as partnerships with charities where students gain valuable experience as volunteers.

The Faculty has a vibrant environment and remains highly ambitious. In 2023 the Faculty has over 6,000 students following our expanded February intake. The number of registered students for 2023-24 also looks very strong and continues to grow.

In addition to offering both undergraduate and postgraduate awards, the Faculty provides executive education and collaborative programmes. The breadth of provision and expertise are key strengths of the Faculty as is the use of a wide variety of experiential teaching and learning facilities including a business simulation suite, a Bloomberg suite, a technology enhanced active learning studio and a replica law courtroom.

The Faculty employs 234 FTE academic staff drawn from 34 countries and had an annual revenue of £60 million in the 2022-23.

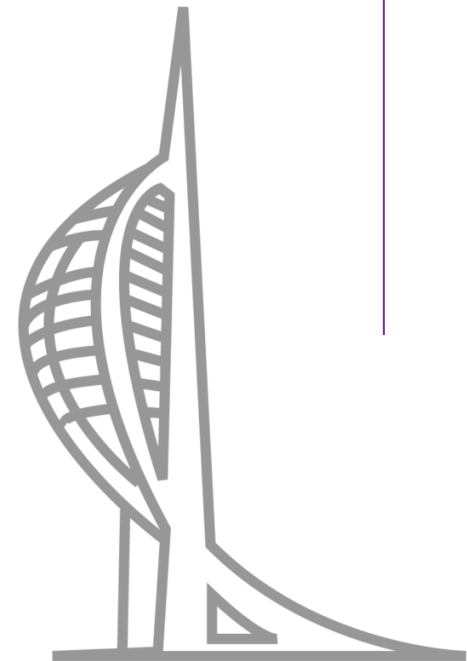


# Faculty of Business and Law

Our organisational structure supports effective and accountable management and deployment of resources, including a cross-disciplinary collaborative approach to the design and delivery of degree programmes and research.

The Faculty offers a comprehensive portfolio of business and management programmes ranging from the Degree Apprenticeships in Business and Management to the Doctorate in Business Administration and the PhD, with a number of generalist and specialist undergraduate and postgraduate degrees, for example in accounting, economics, finance, law, human resource management, marketing, innovation and entrepreneurship, and project and quality management.

More information can be found at [The Faculty of Business and Law](#)



# The University of Portsmouth

We exist to be a world-class university; one that makes a difference to the world, through transformational education, research and innovation. But to do great things, it takes more than good intentions.

Three things tie together our plan for the future:

- our ambitious mission,
- our vision for bringing it to life, and
- our values (Ambitious, Responsible, and Open), which define the way we work, collaborate and behave.

We're developing our campus and becoming a more sustainable university, and the strategies and plans we have in place are ready to be explored on [our website](#). We're investing in a new stunning Victoria Park building. When built this new academic building will have large flexible spaces for teaching, research and collaboration, and will be home to the Faculty of Business and Law and the Faculty of Humanities and Social Sciences. We are also expanding to London and our new London Campus based in Walthamstow will widen participation in higher education for those who might not have considered going to university in the past. A London campus will allow us to share our experiences, expertise and courses with international business students as well as supporting the aspirations of local students and the local community with our undergraduate offering.

Working with us is rewarding in more ways than one. We are a new breed of university in a buzzing, diverse city with plenty of stories to tell, and it's not just our students who enjoy the benefits. We've been awarded an [Athena SWAN bronze award](#) for our commitment to gender equality, and we've got plenty of other [awards and rankings](#) successes to shout about too – but first and foremost, we're here to create bigger and better opportunities for all – our students, our staff and our community.

## Top 40

University in England for  
Student Satisfaction  
(*National Student Survey, 2022*)

## Top 3

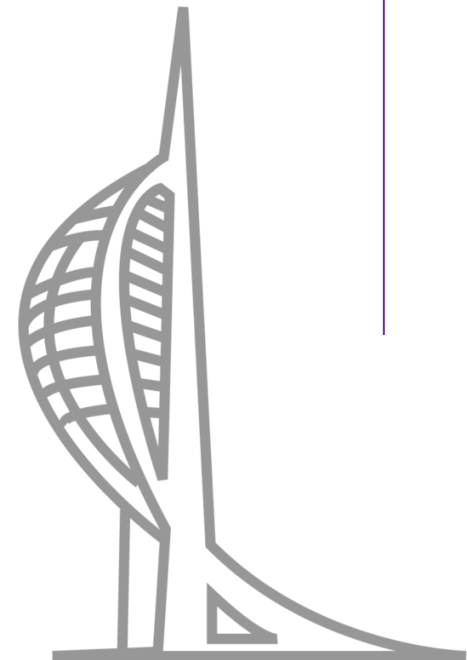
Modern University for  
Research Power  
(*Research Excellence Framework,  
2021*)

## 5\* Rating

World-class in all categories  
(*QS Top Universities, 2022*)

## 94%

Graduates in Work or  
Education  
(*HESA Graduate Outcomes Survey,  
2019/20*)



# Portsmouth

Portsmouth is a great waterfront city, with a diverse and vibrant community, situated 70 miles south of London and approximately 20 miles East of Southampton. Southampton airport, located at Eastleigh is just under 20 miles away. There are passenger ferries to Gosport, passenger and car ferries to the Isle of Wight, and daily continental ferries from the busy port.

There is plenty here for you, you can soak up the history on display in the Historic Dockyard the permanent home to HMS Warrior, the Mary Rose, and HMS Victory. Gunwharf Quays offers designer outlet shopping, eating, drinking, cinema and great views over the water. The Spinnaker Tower – 115 metres high with 560 stairs taking you to the top (there is a lift!) is another attraction located at Gunwharf Quays.

There are lots of parks and open spaces including Southsea Common and the beach with its two piers and various attractions and rides.

This role is based approximately a 5 minute walk from Portsmouth Harbour train station, and there is an excellent park and ride scheme which together make commuting extremely easy. Discounts for train and other forms of travel are available.

If you have children Portsmouth has a great selection of public and private schools for you to choose from.

Granted city status in 1926, Portsmouth is the only English city not on the mainland of Great Britain (as it is mostly situated on Portsea Island).

Portsmouth is possibly the world's best known port, with a history which can be traced back at least until 'Roman times'. The home of the world's first dry-dock, it has been a significant Royal Navy dockyard for centuries. Portsmouth was England's first line of defence during an attempted French invasion in 1545 at the Battle of the Solent, notable for the sinking of the carrack Mary Rose, witnessed by King Henry VIII from Southsea Castle (which, incidentally, is open to the public for free access between April and October each year).





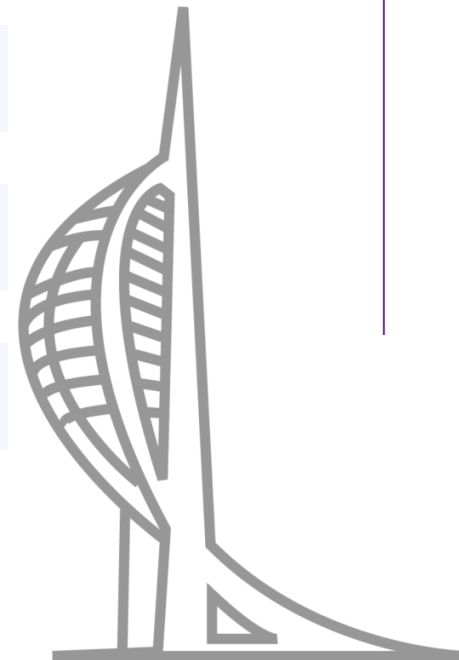
# The Benefits

We're always discovering. We don't fit the mould, we break it.

Just as the world keeps moving, so do we. Since the first day we opened our doors, we've looked towards the future. And we're here to help you shape it.

We offer a great working environment, rewarding careers and a wide range of benefits, a flavour of which is provided here

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	<b>Work Life Flexibility &amp; Financial Benefits</b>	Page 20





# The Benefits

## Health and Wellbeing

The health and wellbeing of our whole University community is critically important to us. You will have access to a range of benefits which promote your mental and physical health and wellbeing, including:



Exceptional value membership all of our leading gym and sports facilities, including our new Ravelin Sports complex which offers unparalleled facilities (including a 25m 8 lane swimming pool, 175 station fitness suite, climbing wall, ski simulator, café and community orchard, to name but a few of the highlights)



Free eye tests and contribution to the cost of glasses (where required for DSE use); discounts on the purchase of glasses and contact lenses.



A chaplaincy service which offers a compassionate ear to all, of any faith and of none and a sanctuary room as a quiet place for reflection and prayer or simply to take a little time out; we also have two Islamic prayer rooms (including ablution facilities)



Occupational Health service provide expert advice and guidance

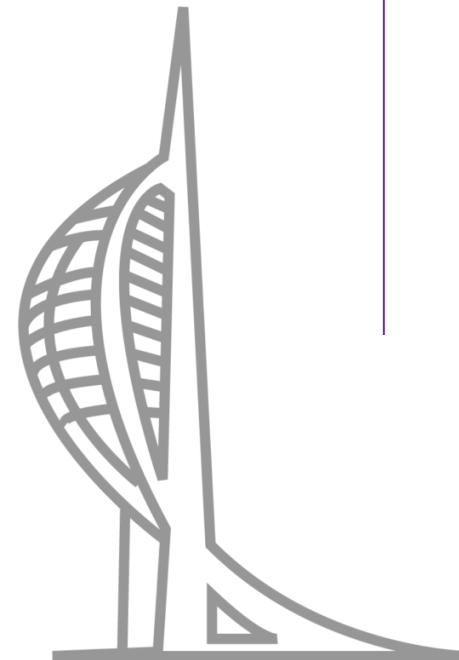


Free access to our Employee Assistance Programme (EAP) which offers many resources, including a confidential helpline for advice, support and onward referral, when appropriate



### Private Healthcare Benefit

Bupa healthcare assessments and AXA healthcare plan - which includes cover for immediate family members



# The Benefits

## Travel and Sustainability

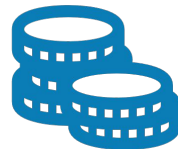
Environmental sustainability is a strategic priority for us and we have set ourselves the ambitious target of becoming a climate-positive university by 2030. Each of us can play our part in achieving a low-carbon future to minimise our impact on the environment and we aim to support this in a number of ways, including:



Membership of the EasitPORTSMOUTH scheme, which offers you, in return for a small annual fee (currently £5.35) access to (a) 15% discount on rail tickets (including season tickets); (b) a carshare portal where you can offer or seek a car share partner(s); (c) discounts via Enterprise CarClub, Halfords, Brompton Bike Hire and others; and, (d) the ability to try cycling to work, by having access to a loan bicycle



A Salary Sacrifice Cycle to Work Scheme, offering significant savings as the cost is deducted before tax and national insurance (e.g. on a cycle costing £500, a saving of over £200 can be achieved)



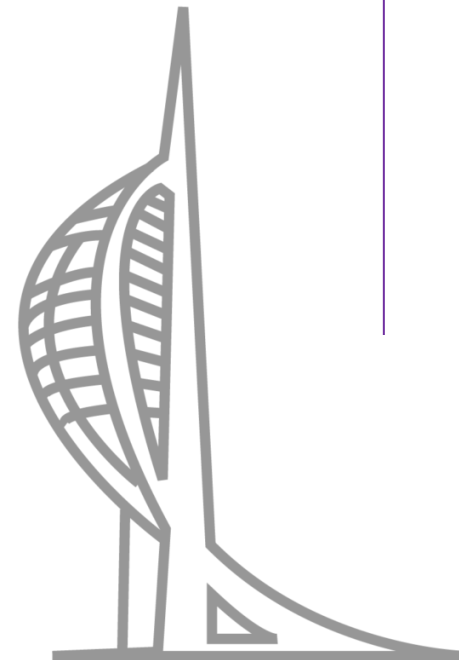
Discounts are available for a wide range of travel and transport options via our MyDiscounts platform



Bus travel discounts (a) 40% discount with FirstBus Commuter Club (Free) membership; (b) 10% discount with Stagecoach; (c) free use of the University Bus service and (d) Access to Park & Ride (PR1 Service) for as little as £2 per day, covering parking and return bus travel



A 10% discount on season tickets with Gosport Ferries with Gosport Ferry



# The Benefits

## Growth, Personal & Professional Development

We exist to be a world-class university; one that makes a difference to the world, through transformational education, research and innovation, we prize and champion the development and personal and professional growth of our people, in very many ways, for example:



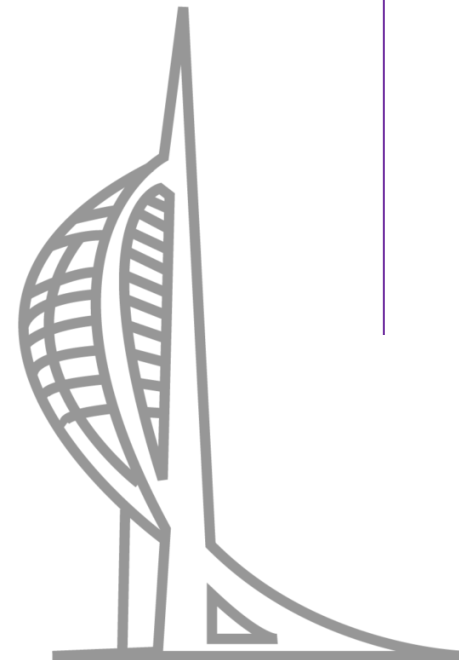
A comprehensive induction to the University and to your role



Discounts on University Tuition fees for all staff and the children of staff.



A comprehensive learning and development offering. We actively promote the use of mentoring, self-directed learning, experiential learning, job shadowing, exchanges and conferences in addition to scholarship and course-based learning to encourage a culture of continuous professional development for all staff.



# The Benefits

## Work-Life Flexibility and Financial Benefits

We are a community. We care about and depend upon each other for our success, so we work hard to build our community and to ensure that we are all included. We also recognise that we need to balance time at work with spent time with our families, friends and loved ones, investing in ourselves and our personal relationships. We support this by providing:



A generous Annual Leave allowance of 35 days per year, from day one



Excellent family leave arrangements (Maternity, Paternity and Adoption leave); supported by family leave pay arrangements



Paid closure days (the University is closed from 23 December 2023 to 1 January 2024 (inclusive))



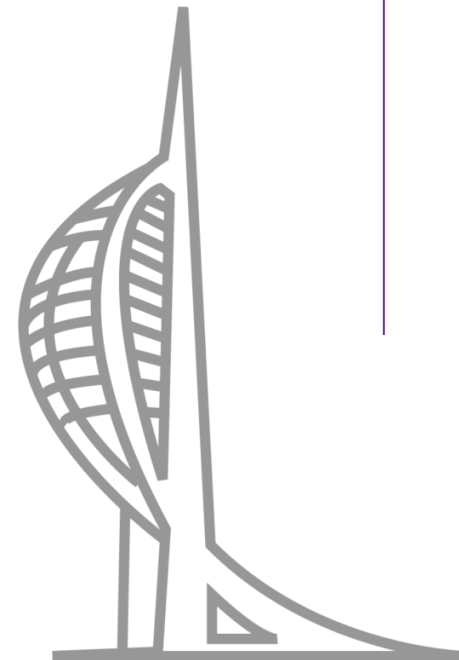
8 Paid public holidays



Life Assurance cover



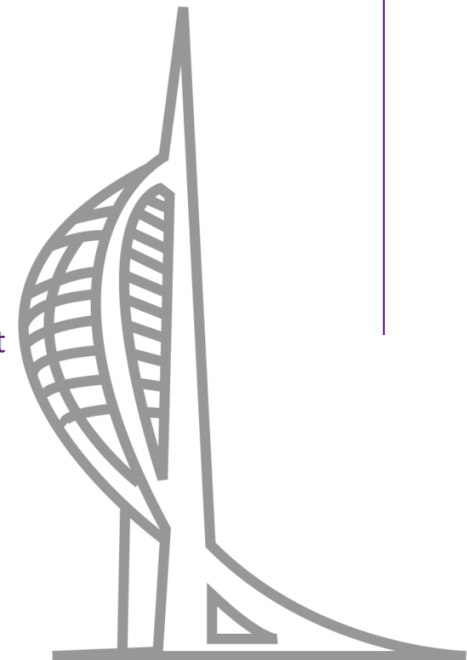
High quality pension provision (Teachers Pension Scheme), enabling long-term financial planning and providing benefits in the event of an inability to work, due to ill-health



# How to Apply

## The Application and Selection Process:

1. Please apply via our careers page [click here](#) where you will be required register to apply and attach a CV and cover letter. The cover letter should be no more than two pages long and demonstrate how you meet each of the essential criteria listed in the person specification section of the job description, along with your skills and experience. For an informal discussion about the role please contact Jeremy Howells; Deputy Vice Chancellor (Research, Innovation & External Engagement) – [Jeremy.howells@port.ac.uk](mailto:Jeremy.howells@port.ac.uk)
2. Please submit your application by 23:59 (UK time) Monday 1st May 2023
3. First stage virtual interview will take place week commencing 15th May 2023
4. The assessment and selection process will include a panel interview, a presentation and a discussion group. The assessment day will take place on 27th June 2023 at the university campus.
5. The University of Portsmouth believes this role is eligible for sponsorship with UKVI under the Skilled Worker Route visa, and meets the minimum salary requirements to obtain the minimum points requirement.
6. The successful applicant will be required to show their passport or full birth certificate and any other 'Right to Work' information so it can be verified. The successful applicant will not be able to start work until their right to work documentation has been obtained and verified.
7. If you have any questions about the application process please contact Louise Edgar; Recruitment Manager – [louise.edgar@port.ac.uk](mailto:louise.edgar@port.ac.uk)



# Equality, Diversity and Inclusion

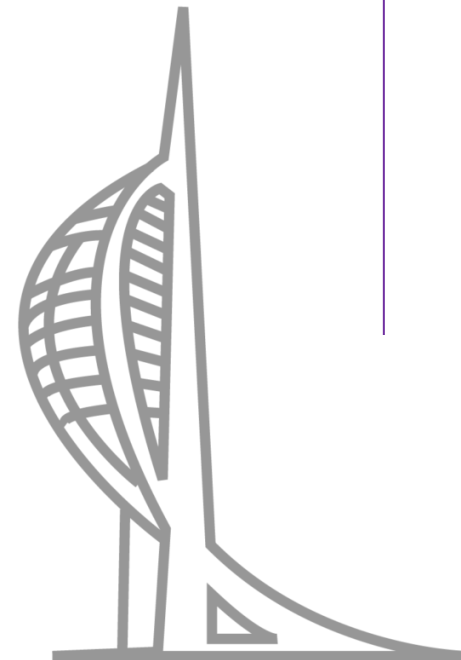
We are strongly dedicated to embedding equality, diversity and inclusion (EDI) within our community. As an [Athena SWAN](#) and [Race Equality Charter](#) award holder, a member of [Stonewall](#) and a [Disability Confident Employer](#) we are passionate about creating a welcoming and inclusive environment, regardless of your background. We welcome applications from all talented people. In addition, we want our workforce to be representative of our diverse student population. Please see our [EDI Framework and objectives](#).

Information [about us](#) and our [benefits](#).

Our three equality objectives are:

1. To build a positive, inclusive culture that inspires staff and students to realise their potential.
2. To work towards fair representation and fair outcomes for our staff and student communities.
3. To develop a robust understanding of our Equality, Diversity and Inclusion (EDI) data to effect sound evidence-based decision making.

For more information on Equality, Diversity and Inclusion at the University of Portsmouth, including information on our Charters, data reports and Staff Networks please visit [Equality Diversity & Inclusion](#)



# Further Information

## TERMS OF APPOINTMENT

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year's Day inclusive and on bank holidays.

You will be entitled to join the Teachers Pension Scheme.

There is a probationary period of twelve months.

This is predominantly a campus based role with some flexibility for home based working.

Please note if you are successful once the verbal offer of employment has been made and accepted, references will be immediately requested.

You will need to bring documentary evidence of your qualifications to Human Resources on taking up their appointment.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides").

