UNIVERSITY OF ESSEX
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title and Grade:</th>
<th>Professor and Dean of Essex Business School; Grade 11</th>
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<tbody>
<tr>
<td>Contract:</td>
<td>Permanent, Full-time</td>
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<tr>
<td>Hours</td>
<td>A notional minimum of 36 hours per week</td>
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<tr>
<td>Salary</td>
<td>On the Professorial scale commensurate with experience and achievements</td>
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<tr>
<td>Department/Section</td>
<td>Essex Business School</td>
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<tr>
<td>Responsible to:</td>
<td>Executive Dean, Faculty of Social Sciences</td>
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PURPOSE OF THE JOB

The Dean of School provides strategic leadership and operational management for Essex Business School in order to ensure that it realises its full potential in delivering the excellence in education and research that is the University’s purpose. The Dean is responsible for the financial management of the School, and they line manage the Head of Operations and Business Services who leads the School's professional services activities. The Dean is directly supported by the School Senior Leadership Team, School professional services colleagues and the Faculty Support Team, led by the Faculty Manager, to achieve the School’s strategic objectives. The Dean will also play a crucial leadership role in delivering the University’s strategic objectives in respect of business-related education and research across the University. The Dean is line-managed by and accountable to the Executive Dean of the Faculty of Social Sciences.

Appointment to the post of Dean will be for an initial period of 3 years, with eligibility of re-appointment for a further term. This will include a £7,500 leadership allowance in addition to your annual salary for the fixed-term period. The post holder will also hold a substantive Professorship within the School.

CONTEXT

The mission of Essex Business School (EBS) is to offer a transformative education to its students, and demonstrate research excellence that has a positive impact on both business and society. It combines business teaching and research in traditional areas such as accounting, finance, management and marketing, with an intellectually pluralistic and innovative approach to research and academic development. EBS considers itself to be at the forefront of a more socially responsible and sustainable approach to business education. In order to help achieve this mission, the School is committed to helping staff to develop and excel in education, research and leadership while maintaining a healthy work/life balance. We continually strive to develop the scale and scope of our research and provide an intellectually challenging, research-led learning experience for all our students. Based across two campuses, in Colchester and at Southend-on-Sea, and with on-line and international provision delivered in conjunction with Kaplan Open Learning and Kaplan Singapore, EBS is organised into five subject groups:

- Accounting
- Finance
- Management and Marketing
- Management Science and Entrepreneurship
- Organisation Studies and Human Resource Management

It currently has 2394 campus-based students, 105 academic and 42 professional services staff, an
annual turnover of over £23 million and offers more than 40 courses across the range of business subjects including a full-time and on-line MBA. On the Colchester campus, the School is located within a £23 million, carbon positive building featuring a winter garden, formal and informal learning and teaching space, a 250-seat lecture theatre, state-of-the-art ICT provision, social spaces and a café. EBS also has a major presence at Southend, with almost 300 students and 17 staff as part of a multidisciplinary campus of 1,300 students. On that campus, the Gateway Building provides contemporary teaching, business and study facilities while The Forum is a £27 million facility that houses a comprehensive library, teaching spaces and a 24-hour Learning Hub. Southend has excellent transportation links with rail services to London, Southend Airport, and road networks to the greater London area.

EBS has an excellent reputation for teaching and research, and we seek to ensure that our portfolio of courses reflects the expertise and research strengths of our colleagues, is attractive to applicants, and that our students have a first-class experience. We constantly search for, and respond to, new opportunities for growth, aiming to diversify our revenue streams to hedge against risks in the external environment. We are developing a diverse programme portfolio across subjects and levels, consolidating and developing our Executive Education provision, building new partnerships, and our ambition is to join the elite group of 'Triple Crown' accredited business schools to which end we are currently progressing both AACSB and AMBA accreditation.

As the School grows and develops, we intend, however, to remain true to our values of inclusiveness, pluralism and responsibility. We are strengthening and deepening our commitment to quality and innovation, and to furthering our global outlook, for the benefit of all of our students and staff. In line with the University’s values, our students are full members of our community whether they study on campus, online, or at a partner institution. We believe it is vital for our graduates to have strong critical thinking, team-working and communicative capabilities to achieve maximum success in their future lives and careers and are committed to developing these capacities in all of our students.

The existing research culture in the School is one that combines business engagement with a strong social science research ethos. As such, it supports and respects a diversity of substantive interests and research approaches encouraging business application and impact, as well as innovation and iconoclasm. Support is given for conference attendance, international collaborations and the pursuit of excellent published outputs and income generation. The successful applicant will be expected to contribute to the ongoing development of this research culture supporting and building upon these strengths and values.

The role itself combines responsibility for leadership and management of one of the largest Departments in the University, working closely with the Heads of Groups and the wider School leadership team; strategic development of the School’s research profile; developing undergraduate and postgraduate teaching, widening our links with professional bodies, and extending the School’s profile regionally, nationally and internationally.

If appointed on an ASER contract, the Dean will have a well-developed personal research agenda with a record of published outputs, evidence of research funding applications and grant management, and research plans to produce outputs suitable for future REF submissions for which 20% of their time will be ring-fenced for this purpose. If appointed on an ASE contract, the Dean will demonstrate academic scholarship and an ability to manage and support research activity across the School.

JOB DESCRIPTION FOR DEAN OF ESSEX BUSINESS SCHOOL

KEY RESPONSIBILITES OF THE POST

Leadership and Strategy

1. Providing leadership for all staff across the School and promoting the pursuit of excellence in education and research within the discipline(s) covered by the School.

2. To liaise effectively on behalf of the University through communication with business organisations and leaders, and with relevant professional and accreditation bodies.

3. To contribute to the strategic development of business-related activities, education and research within the University.
4. Developing and empowering a School leadership team that supports excellence in education and research; ensures continuity in school leadership and management; and ensures that there are appropriate and effective mechanisms for consultation and communication across the School.

5. Ensuring that the School's interests are promoted effectively, both internally and externally.

**Education and Research**

6. Developing and implementing a strategic approach to the School's educational provision that enables it to achieve the University's strategic educational objectives; delivers a transformational educational experience to the School’s students; and is consistent with the University's framework for academic quality and standards.

7. Developing and implementing a School research strategy that enables it to meet the University's strategic objectives for research quality, intensity and impact, contributing to a University submission to UoA17 (Business and Management Studies) in REF2021.

8. To review current provision, strengthening resources and facilitating targeted development of new provision in education and research in business and related fields.

9. To facilitate an educational environment that is committed to supporting the achievement of under-represented groups within HE.

10. To facilitate relationships to strengthen research opportunities across the School.

**Business Generation and Management and External Representation**

11. To liaise within the Faculty and the University to ensure the effective delivery of contracts and the ability to respond to new business opportunities effectively.

12. To manage the School's business-related contracts and associated activities.

13. To manage Performance and Quality Assurance linked to professional and regulatory standards.

14. To lead external liaison with business providers, external business schools, and professional and accreditation bodies in order to promote good and sustainable working relationships and maximise opportunities for future growth, development and diversification.

**Planning**

15. Working with colleagues in the School to develop, review and enhance the academic vision for the development of EBS within the context set by the University’s Strategic Plan and associated strategies.

16. Leading the School’s engagement in the Annual Strategic Planning Process, ensuring that EBS engages fully and constructively in the process and that the Department Strategic Plan and its implementation deliver the objectives set out in the University’s Strategic Plan and associated strategies.

17. Ensuring that the School’s portfolio of educational provision is reviewed and developed in order to maintain, and where possible improve, the School's recruitment position both in terms of quality and quantity in the context of national and international student demand.

18. Leading the School's development of new sources of income that support it in delivering excellent education and research.

**Staff Management**

19. Overseeing the management of all staff within the School, ensuring that the following areas are managed within the University’s HR and equal opportunities policies to support the achievement of the University’s and department’s strategic objectives:

   a. Recruitment and appointment.
b. Induction, mentoring and probation.
c. Staff development.
d. Performance management and review.
e. Promotion and recognition.

20. Allocating teaching and other duties within the department, in light of the School’s strategic needs and the overall workload and balance of activities of both the school as a whole and of individual members of the School.

21. Provide direct line management for the Head of Operations and Business Services, in close consultation with the Faculty.

Resource Management

22. Managing the School’s financial, staffing, space and other resources within centrally approved budgets and allocations, and in accordance with the University’s financial regulations and other relevant regulations and policies.

23. Promoting measures within the School to increase operational efficiency, so that where possible and feasible existing resources are freed in order to enhance educational provision and research activity.

Engagement

24. To ensure that the School’s activities are undertaken in line with the University’s Charter, Ordinances, Regulations and policies, and that all the School’s staff are aware of these requirements.

25. To carry out the responsibilities of a Head of Department as set out in the University’s Health, Safety and Well-being Policy. Holders of the role may delegate specific activities related to these responsibilities to School colleagues. Where activities are delegated the role holder remains responsible for them; activities can be delegated, responsibility may not.