

Candidate Information

Position: Dean and Head of School of Management
School/Department: Queen's Management School
Reference: 21/109205
Closing Date: Friday 15 October 2021
Anticipated Interview Date: Monday 13 December 2021

The role of dean and head of school:

The role of Dean and Head of School plays a critical role in ensuring that Queen's University Belfast achieves the vision set out in the Strategic Plan of the University. The Dean and Head of School is instrumental in the leadership and management of the School and the core disciplinary units of Accounting, Economics, Finance and Management. The continuing success and development of the Management School is integral to QUB's delivery of its strategic priorities, particularly in the area of internationalisation, corporate engagement, ethical practice and social relevance. The Dean and Head of School is responsible and accountable to the Arts, Humanities and Social Sciences PVC, and in turn to the Vice-Chancellor in ensuring the effective working of the School.

Central to the role is the attainment and maintenance of 'triple crown' accreditation, continuous development of an innovative curriculum that is research-driven and responds to opportunities in business and society, whether at undergraduate, postgraduate or executive education levels. In addition, the Dean and Head of School will assume responsibility for shaping the future direction of the School, including an ambitious research agenda and an ambassadorial role for the School, Faculty and University.

Principal duties and responsibilities:

1. Provide academic and strategic leadership and support in shaping and leading the future direction of the School in contributing to the University Strategy.
2. Contribute as a member of Faculty Executive Board, ensuring that there is effective cross-School and Faculty collaboration where appropriate in undergraduate, postgraduate and executive programmes; student experience, research and innovation; corporate engagement and internationalisation.
3. Develop (in collaboration with the Faculty PVC) a strategic plan for the School in line with the University's institutional strategy.
4. Provide leadership in the development and implementation of the School strategy.
5. Be accountable for the School budget, in line with University policies and strategy.
6. Chair the relevant School Management Board (SMB) and other appropriate School Committees.
7. Oversee and encourage faculty development.
8. Be the accountable line manager of all staff within the School.
9. Build and nurture effective relationships with external partners, whether with businesses, or other institutions interested in the ideas and innovations coming from the School.
10. Lead and maintain an environment of excellence which enables education and research to flourish and facilitates and encourages the development of all staff.
11. Enhance undergraduate, postgraduate and executive student recruitment from within and outside the region, across the UK, as well as internationally.
12. Enhance the student experience and address the challenges presented by the changing student market.
13. Contribute to the setting and monitoring of targets for the School and establishing benchmarks against our comparator Universities. Provide academic leadership for the development of the research and education portfolio of the School and related activities (e.g. impact).
14. Manage and monitor the progress of the School against agreed key performance indicators.
15. Be responsible and accountable for all operations within the School, ensuring the effective management of all aspects devolved to Schools, e.g. academic, finance, personnel, health and safety, etc.
16. Be accountable for budgets allocated to the School through the budgetary framework.

17. Manage the work-load of academic staff to ensure that all staff can deliver, in the most effective way, the required contribution to the School's research, education, internationalisation and other objectives.
18. Be responsible for acquiring and maintaining accreditation with EQUIS, AACSB and AMBA.
19. Collaborate with the International Advisory Board in advising on the strategic direction and activities of the School.
20. Oversee the strategic direction and activities of the William J. Clinton Leadership Institute.
21. Develop and promote interdisciplinary activities with other Schools and units in line with University strategy and objectives.
22. Develop and promote links and activities with external stakeholders, where appropriate.
23. Promote appropriate Equality, Diversity and Inclusion policies.

The person specification:

The successful candidate must meet the relevant criteria for a chair appointment at Queen's University Belfast and be committed to playing a leadership role in the delivery of Vision 2020 and the new University Strategy.

Candidates must be able to demonstrate the following skills, abilities, personal motivation and experience:

1. A leader with credibility within the academic community and a proven track record of leading and delivering a strategic vision:
 - Credibility within the academic community will be evidenced by an international academic standing in a discipline relevant to the School with a sustained high-quality publication record, levels of grant income and PhD supervision.
 - A proven track record of leading and delivering a strategic vision will be evidenced by business growth, quantifiable outcomes and clear evidence of measurable deliverables.
2. A proven track record of the successful management of financial and human resources in a relevant academic unit, including large scale projects.
3. Demonstrable experience in, and a passion for, delivering high quality research and teaching, with experience of accountable performance management.
4. Demonstrable experience of strategically developing and delivering executive education.
5. A creative, innovative thinker with an eye to the future, including being a leader in digitisation in teaching.
6. Advanced interpersonal and communication skills to build and maintain excellent internal and external relationships.
7. Demonstrable experience with securing and/or maintaining accreditation from EQUIS or AACSB.
8. Experience as an effective team builder and of successfully leading change in a relevant academic unit.
9. A strong advocate for higher education with the ability to build productive relationships locally, nationally and internationally.
10. Integrity, creativity and personal resilience.
11. A commitment to equality of opportunity for students and staff and the development of Queen's as a pluralist institution.
12. A demonstrated commitment to quality of education, faculty support, and faculty development.
13. A demonstrated commitment to cross-disciplinary collaboration.
14. A vision for growth of the school.