

# Job Description & Person Specification

## JOB DESCRIPTION February 2023

Post title:	Dean of Arts and Humanities		
Faculty/Directorate:	Faculty of Arts and Humanities		
Job Family:	Education, Research and Enterprise (ERE)	Level:	7
Post title of Line Manager:	President and Vice-Chancellor		
Post title(s) responsible for:	Associate Deans and Heads of School		
Post base:	Office-based		

Job purpose
<p>The Dean has three primary duties:</p> <ul style="list-style-type: none"> <li>To lead the continued success of the Faculty, playing a pivotal role in the strategic development and operation of the Faculty's education, research, knowledge exchange and enterprise through the effective leadership of staff and management of resources in the pursuit of University and Faculty strategic goals.</li> <li>To be responsible, as a senior member of the University, for the strategic direction, development and performance of the University, taking on specific institution-wide responsibilities.</li> <li>To represent the University and Faculty externally for the purposes of growing income, enhancing reputation and contributing to the University's development activities.</li> </ul>

Key accountabilities/primary responsibilities	% Time
<p>1. To work effectively as a senior member of the University, contributing to the development and implementation of the wider University strategy.</p> <p>To work directly with the senior managers of the Faculty to embed a culture of equality, diversity and inclusion. Ensure the University's ED&amp;I and people strategy is taken into account in all decision making, planning and management of the Faculty.</p>	15%
<p>2. Develop strong strategic relationships with key stakeholders (internal and external) to enhance the Faculty's leading role in education, research, knowledge exchange and enterprise, increasing and championing the reputation of the Faculty as a whole, and the individual disciplines, nationally and internationally.</p>	10%
<p>3. Lead the Faculty in a transparent, visible and consultative manner to develop and implement its business plans for excellence in research, education, knowledge exchange and enterprise, thereby achieving agreed Faculty performance targets including tuition fee, research and other income. Ensure that there are excellent communications across the Faculty.</p>	15%
<p>4. As budget holder for the Faculty, ensure, within the limits of available resources, that effective arrangements exist to enable academic excellence within the framework set by the University, in pursuit of the Faculty's business plans. To include ongoing development and maintenance of the estates, embedding sustainability and achieving the strategic goals for the institution.</p>	17.5%

Key accountabilities/primary responsibilities		% Time
5.	Establish and maintain a high performing, collegiate, inclusive and respected senior leadership team and oversee the management, performance and development of the Faculty's academic, research and technical staff. Work within the agreed core administration structure to organise and manage the Faculty to achieve its academic and performance goals. Maintain and grow the connections between the Schools to ensure a cohesive Faculty	12.5%
6.	Deliver a world-class student experience, including matters relating to the admission, recruitment, education and welfare of students in the Faculty, as well as the delivery of services by support staff.	10%
7.	To underpin an environment for world-class research, knowledge exchange and enterprise, working with Research and Innovation Services and the Development Office to identify and exploit new opportunities to grow sources of income for the Faculty, including proactively developing Faculty relations with alumni philanthropists and other key stakeholders, encouraging other leaders within the Faculty to develop such relationships.	10%
8.	Promote a culture of equality, diversity, inclusion and respect throughout the Faculty. Work with colleagues to embed EDI initiatives and follow best practice. Responsible for the proper conduct of the Faculty in accordance with the University's rules, regulations, policies and procedures, particularly those in relation to equality, diversity and inclusion, and health and safety. To undertake any other duties as allocated by the Vice-Chancellor following discussion and looking at overall work load balance.	10%

Internal and external relationships
<ul style="list-style-type: none"> <li>• Members of Council, senior executives of the University, other senior office holders of the University, directors of professional services and the Vice-Chancellor's Office.</li> <li>• Heads of Schools and Associate Deans</li> <li>• Members of staff and students within the Faculty.</li> <li>• Key stakeholders, including the business community, government, funding and relevant professional bodies and societies.</li> <li>• Equivalent post holders in other Universities, nationally and internationally, including active participation in relevant bodies for Deans of Arts and Humanities, or similar roles.</li> <li>• Local, national and international government bodies and public organisations, as applicable.</li> <li>• Related commercial organisations, as applicable.</li> <li>• Alumni and donors</li> </ul>

Special Requirements of the Role
<p>The person appointed, if not already a member of academic staff at the University, will be conferred with an academic title commensurate with their academic standing and discipline.</p> <p>It is anticipated that the post holder will undertake the role of Dean of Faculty for a period of five years initially, which is extendible up to a maximum of eight years. At the end of this tenure, they will return to a substantive position within the University, whilst also having the opportunity to be considered for other roles with enhanced managerial responsibility.</p> <p>It is expected that the person appointed will continue with and develop their own research ensuring academic standing and prestige within area of specialism continues.</p>

## PERSON SPECIFICATION

Criteria	Essential	How to be assessed
<b>Qualifications, knowledge and experience</b>	<p>A higher degree, PhD or professional doctorate in a relevant academic area.</p> <p>A proven track record of outstanding academic achievement, of international standing, in a field of expertise relevant to the Faculty, potentially recognised by membership of a relevant prestigious society or organisation.</p> <p>A proven track record of providing strategic and visionary direction and maximising performance in a complex organisation, with an understanding of how to bring together multiple disciplines.</p> <p>A proven track record of successfully inspiring and leading a faculty or school of significant complexity in relevant disciplines.</p> <p>Knowledge and awareness of the broad context of Higher Education and government policy in the UK, and the current and forthcoming challenges and opportunities it presents.</p>	CV and application
<b>Expected Behaviours</b>	<p>Apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.</p> <p>As a Line Manager and senior leader, role model the <a href="#">Southampton Behaviours</a> and work with the management team to embed them as a way of working within the faculty and schools.</p>	CV and selection process
<b>Leadership, management and teamwork</b>	<p>A highly visible, transparent and accountable leadership style, which is underpinned by strongly held values around excellence, community, integrity, fairness, openness, equality, diversity, inclusion and creativity.</p> <p>The ability to set the vision and direction of the Faculty and inspire, motivate and lead the Faculty to fulfil that vision and strive for excellence.</p> <p>The confidence and courage to take on challenges; own and implement difficult decisions and be accountable for their own actions.</p> <p>The skills to build, support and maintain a high performing leadership team and to lead a transparent approach to strategic planning.</p> <p>Ability to maintain and grow connections between disciplines within the Faculty to ensure cohesiveness and to encourage collaboration across departments and the wider University.</p> <p>A proven track record of achieving performance targets and inspiring others to meet their performance targets.</p> <p>The ability to actively contribute to the running of the University as a senior executive as appropriate.</p> <p>The ability to manage complex change, engaging with staff and stakeholders throughout the whole process.</p> <p>A personal commitment to excellence, widening participation, diversity and inclusion and to promoting the '<a href="#">Southampton Behaviours</a>'.</p>	CV and selection process
<b>Communicating and influencing</b>	<p>Highly developed interpersonal and communication skills and the ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and external stakeholders.</p> <p>To be highly visible to all parts of the Faculty.</p> <p>The ability to provide effective community leadership to cultivate strong networks in the civic community and build links with the wider community and with business, industry and other stakeholders and to represent the University nationally and internationally.</p>	CV and selection process

	<p>The ability to be an articulate advocate for the Faculty and able to promote its interests, both at University level and externally.</p> <p>The ability to achieve results through persuasion and negotiation where no direct authority exists.</p>	
<b>Other skills and behaviours</b>	<p>Financial acumen with the ability to increase or develop additional sources of income through education, research, knowledge exchange and enterprise activities.</p> <p>Sound judgement and practical problem solving.</p> <p>An understanding of Higher Education funding.</p> <p>An ability to achieve integration of and synergies between research, enterprise and teaching.</p> <p>A team player with the ability to work with others to ensure staff and resources are deployed effectively.</p> <p>Proactive in developing others and to celebrate success in others.</p> <p>Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.</p> <p>Alignment with the University's values of excellence, creativity, integrity and community.</p> <p>An external profile, with evidence of committee and other expert work.</p>	CV and selection process
<b>Special requirements</b>		

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
<b>Personal Leadership</b>	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
<b>Working Together</b>	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
<b>Developing Others</b>	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
<b>Delivering Quality</b>	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
<b>Driving Sustainability</b>	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others

## JOB HAZARD ANALYSIS

**Is this an office-based post, with routine hazards?**

<input checked="" type="checkbox"/> Yes	This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below.
<input type="checkbox"/> Partly	This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below.
<input type="checkbox"/> No	This is a non office-based post and has some hazards. Please complete the analysis below.

### HIRING MANAGER

Please complete this section as accurately as possible to ensure the safety of the post-holder.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.