**JOB DESCRIPTION**

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| Post title: | Dean of Social Sciences | | |
| Faculty/Directorate: | Faculty of Social Sciences | | |
| 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 | | |

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| Job purpose |
| The Dean has three primary duties:   * To lead the continued success of the Faculty, playing a pivotal role in the strategic development and operation of the Faculty’s education, research and enterprise through the effective leadership of staff and management of resources in the pursuit of University and Faculty strategic goals. * 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. * To represent the University and Faculty externally for the purposes of growing income, enhancing reputation and contributing to the University’s development activities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To work effectively as a senior member of the University, contributing to the development and implementation of wider University strategy. | 15% |
|  | Develop strong strategic relationships with key stakeholders (internal and external) to enhance the Faculty’s leading role in education, research and enterprise, thus developing and maintaining the Faculty’s national and international reputation. | 10% |
|  | Lead the Faculty in a transparent and consultative manner to develop and implement its business plans for excellence in research and education, thereby achieving agreed Faculty performance targets including tuition fee, research and other income. | 15 % |
|  | 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. | 20 % |
|  | Establish and maintain a high performing, 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. | 15 % |
|  | 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% |
|  | Work 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% |
|  | Promote a culture of equality, diversity, inclusion and respect throughout the Faculty.  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 line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * 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. * Heads of Schools, Director of the Doctoral College and Director of Centre for Higher Education Practice * Members of staff and students within the Faculty. * Key stakeholders, including funding bodies, relevant professional bodies and societies. * Equivalent post holders in other Universities, nationally and internationally, including active participation in relevant bodies for Deans of Social Sciences, or similar roles. * Local, national and international government bodies and public organisations, as applicable. * Related commercial organisations, as applicable. * Alumni and donors |

| Special Requirements of the Role |
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| 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.  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.  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. |

**PERSON SPECIFICATION**

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| Criteria | Essential | How to be assessed |
| **Qualifications, knowledge and experience** | A higher degree, PhD or professional doctorate in a relevant academic area.  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.  A proven track record of providing strategic and visionary direction and maximising performance in a complex organisation.  A proven track record of successfully inspiring and leading a faculty or school of significant complexity in relevant disciplines.  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. | CV and application |
| **Expected Behaviours** | Apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.  As a Line Manager role model the Southampton Behaviours and work with the management team to embed them as a way of working within the faculty and schools. | CV and selection process |
| **Leadership, management and teamwork** | A highly visible, transparent and accountable leadership style, which is underpinned by strongly held values around excellence, community, integrity, fairness, openness, diversity, equality and creativity.  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.  The confidence and courage to take on challenges; own and implement difficult decisions and be accountable for their own actions.  The skills to build, support and maintain a high performing leadership team and to lead a transparent approach to strategic planning.  A proven track record of achieving performance targets and inspiring others to meet their performance targets.  The ability to actively contribute in the running of the University as a senior executive as appropriate.  The ability to manage complex change, engaging with staff and stakeholders throughout the whole process. | CV and selection process |
| **Communicating and influencing** | 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.  The ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders and to represent the University nationally and internationally.  The ability to be an articulate advocate for the Faculty and able to promote its interests.  The ability to achieve results through persuasion and negotiation where no direct authority exists. | CV and selection process |
| **Other skills and behaviours** | Financial acumen with the ability to increase or develop additional sources of income through education, research and enterprise activities.  Sound judgement and practical problem solving.  An understanding of Higher Education funding.  An ability to achieve integration of and synergies between research, enterprise and teaching.  A team player with the ability to work with others to ensure staff and resources are deployed effectively.  An external profile, with evidence of committee and other expert work.  Be proactive in developing others and to celebrate success in others. | CV and selection process |
| **Special requirements (of the postholder)** | A personal commitment to excellence, widening participation, diversity and inclusion and to promoting the ‘[Southampton Behaviours](http://www.southampton.ac.uk/~assets/doc/hr/Southampton%20Behaviours.pdf)’. | Selection process |

**JOB HAZARD ANALYSIS**

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

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| 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. |
| 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. |
| 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.

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| **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.