



**Executive Dean  
Faculty of Science & Health  
Dublin City University**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50). DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21<sup>st</sup> century. DCU is Ireland's fastest growing university and its next phase of major development involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector.

**DCU Faculty of Science & Health**

The Faculty of Science and Health comprises six Schools (Biotechnology; Chemical Sciences; Health and Human Performance; Mathematical Sciences; Physical Sciences; Nursing and Human Sciences) and offers more than 25 Bachelor's and Master's degree programmes, many of which have affiliations to, or are recognised by, external professional bodies. The Faculty plays a key role in DCU's Research and Innovation agenda and is home to internationally-recognised Research Centres across a range of areas, including Cellular Biotechnology, Neurotherapeutics, Plasma Science and Technology, Sensors, Water Science and Technology, Nanotechnology, Biomedical Diagnostics and STEM Education. The Faculty places a strong focus on the employability of its graduates and is strongly committed to interdisciplinary teaching and research initiatives, which result in major economic and societal benefits.

**The Position**

DCU is now seeking to recruit a dynamic individual to take up the role of Executive Dean of the Faculty of Science and Health.

The ideal candidate will be able to demonstrate outstanding leadership skills, an excellent academic record and experience of working across a broad range of relevant stakeholders.

The detailed roles and responsibilities of the Executive Dean are set out in Appendix One.

The Executive Dean will take a leadership role in charting the Faculty's future strategic direction within the context of the University's strategic plan. The Executive Dean is also involved in a variety of University level committees, including the DCU Executive and the Senior Management Group.

The Executive Dean is supported by the Faculty Management Board, comprising two Associate Deans, the Faculty Manager, Facilities & Associated Services Manager, six Heads of School and relevant Research Centre Directors and elected Staff Representatives.

### **Qualities, Qualifications and Experience**

The Executive Dean will have a strong track record of professional accomplishment in his/her academic discipline and will have shown evidence of outstanding management and leadership abilities. He/she should possess qualities of strategic and innovative thinking and have extensive experience of academic and financial management.

He/she should possess a doctorate and/or be at professorial level and have a strong record of publications in the discipline area. He/she will have a proven capacity to engage and motivate academic, technical and administrative staff.

He/she will also demonstrate an in-depth understanding of national and international developments in research and in teaching/learning as they relate to education as well as a grasp of the key issues facing the university sector. The ability to foster and extend national and international linkages and alliances is crucial.

### **Terms and Conditions**

An attractive salary, commensurate with the successful applicant's experience will be offered to the holder of the post of Executive Dean.

The position of Executive Dean will be filled on a five year contract basis. A successful external applicant may be recruited on either a permanent or contract basis.

### **Application Process**

Informal enquiries should be addressed by email to the University President, Professor Brian MacCraith, [president@dcu.ie](mailto:president@dcu.ie)

Application forms are available from: Human Resources Department, Dublin City University, Dublin 9.  
Tel: +353 (1) 700 5149; Fax: +353 (1) 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Application forms should be completed and returned to the Human Resources Department by the closing date stated below.

Full job descriptions are available at: <https://www.dcu.ie/hr/vacancies/index.shtml>

**Closing date: 11<sup>th</sup> March 2016**

***Dublin City University is an equal opportunities employer***

## **Appendix One**

### **Roles and Responsibilities**

The primary function of the Executive Dean of the Faculty is to provide leadership and direction and to serve as the official representative of the Faculty. He/she will report to the Deputy President for the financial management, general administration, supervision and operation of the Faculty. He/she will be expected to issue an annual report and to meet the President and Deputy President to discuss this and future plans. The Heads of School and Research Centres formally attached to the Faculty report to and through the Dean.

The Executive Dean is the chief executive officer of the Faculty and is responsible for the strategic planning and development of the Faculty and the general leadership and overview of all its activities. He/she will be the Faculty's accounting officer and will be responsible to the Deputy President for financial and budgetary planning, implementation and monitoring within the Faculty and its constituent Schools. He/she will produce a quarterly financial report for the President, the Deputy President and the Director of Finance and he/she will meet regularly with the Deputy President and other senior officers of the university for planning and reporting purposes.

In consultation with the Deputy President, and consistent with the mission and strategic directions and policies and procedures of the University, the Dean should:

### **Planning and Leadership**

- determine (in consultation with Heads) the Faculty's strategic direction
- manage the Faculty and co-ordinate the activities of its Schools to achieve the Faculty's strategic direction
- ensure the Faculty is appropriately represented to key individuals and groups
- contribute to University strategic planning and direction and participate, as a member of the Senior Management of the University on a variety of university-wide committees including the University Executive, Academic Council and Senior Management Group.

- ensure a fair, safe and harassment-free work and study environment in accordance with the University's policies.

### **Academic**

- promote excellence in teaching and research
- plan and evaluate Faculty programmes and activities
- conduct regular reviews of the Faculty and its Schools, including examination of integrating mechanisms with other Faculties and Schools
- ensure that the education and learning of all students is optimised.

### **Financial**

- co-ordinate the development of the budget for the Faculty and prepare the Faculty's annual budget submission and financial plan
- monitor budget expenditures to ensure that the integrity of funds is maintained
- plan and manage the Faculty's financial resources efficiently and in accordance with University policies, relevant legislation and the strategic direction of the Faculty
- in consultation with the President, the Deputy President and the DCU Educational Trust, maximise opportunities for, and success in, developing revenues and raising funds from appropriate sources outside the University
- collaborate wherever possible with other Faculties to ensure efficient use of University resources.

### **Personnel**

- maintain plans for the staffing needs of the Faculty
- ensure administrative efficiency and effectiveness and compliance with University policies and procedures
- ensure reviews of performance and assessment of developmental needs of staff in the Faculty and Schools are undertaken in accordance with University policy
- ensure timely and effective communication with staff and students
- encourage maximum staff participation in the activities of the Faculty
- ensure the support, counselling and mentoring of staff as appropriate.

### **Physical Resources**

- ensure the physical resources of the Faculty are utilised effectively and efficiently and mechanisms for promoting integration with other Faculties are exploited to the maximum benefit of the Faculty and the University