



Faculty of Science & Health

**Executive Dean**

June 2023

# Dublin City University



**Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.**

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a university that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

# DCU Faculty of Science & Health

The Faculty of Science and Health comprises seven Schools (Biotechnology; Chemical Sciences; Health and Human Performance; Mathematical Sciences; Physical Sciences; Psychology Nursing, Psychotherapy and Community Health) and offers more than 40 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 Life

Sciences, Cellular Biotechnology, Neurotherapeutics, Plasma Science and Technology, Sensors, Water Science and Technology, Nanotechnology and Biomedical Diagnostics . 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.



# Role Profile

DCU is now seeking to recruit for 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 track record and experience of working across a broad range of relevant stakeholders. The primary function of the Executive Dean of the Faculty is to provide hands on leadership and direction to the Faculty. 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.

In addition, the candidate 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. They will produce a quarterly financial report for the President, the Deputy President and the Director of Finance and they will meet regularly with the Deputy President and other senior officers of the university for planning and reporting purposes.

The candidate will report to the Deputy President for the financial management, general administration, supervision and operation of the Faculty. They 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.

## Duties and Responsibilities

The Executive Dean will take a 'hands on' leadership role in charting the Faculty's future strategic direction within the context of the University's strategic plan. Specifically, the Executive Dean will formulate and ensure the implementation of Faculty strategy in line with the strategic goals of the University.

The Executive Dean will also provide regular guidance and leadership to the respective Heads of School and senior Faculty roles such as Deputy and Associate Deans.

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 a Deputy Dean, three Associate Deans, Faculty Manager, Facilities & Associated Services Manager, seven Heads of School and relevant Research Centre Directors and elected Staff Representatives.

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

# Qualities, Qualifications and Experience

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

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

The individual 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.

**Closing date: Sunday, 9 July 2023**

For more information on DCU and our benefits, please visit [Why work at DCU?](#)

**Informal Enquiries in relation to this role should be directed to:**

Prof Anne Sinnott, Deputy President, DCU

Tel: 01 700 5695

E-mail: [anne.sinnott@dcu.ie](mailto:anne.sinnott@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

## **Application Procedure**

Application forms are available from the DCU Current Vacancies website at [dcu.ie/hr/vacancies-current-vacancies-external-applicants](https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants) (external applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #NR342 Executive Dean, Faculty of Science and Health**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the DCU Policy Starter Packs

# Appendix 1

## Duties and Responsibilities

Reporting to the Deputy President, and consistent with the mission and strategic directions and policies and procedures of the University, the Executive Dean will:

### Planning and Leadership

- Formulate Faculty strategy, in conjunction with the Faculty Management Board, in line with University strategic objectives
- Manage the Faculty and co-ordinate the activities of its Schools to achieve the Faculty's strategic direction
- Provide leadership, advice, support and direction to the respective Heads of School and senior Faculty posts
- 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 an equitable, safe and inclusive work and study environment in accordance with the University's policies

### Academic

- Promote and empower faculty staff to deliver on excellence in teaching and learning, research and scholarship and Service and Contribution to the University and Society
- Plan and evaluate Faculty programmes and activities and ensure that academic programmes are delivering in terms of innovation, quality and student numbers
- Ensure that the Faculty is structured for optimal efficiency and effectiveness
- Conduct regular reviews on the effectiveness of service delivery 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, Finance Director 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

## Human Resources

- In Conjunction with colleagues from the HR Department, proactively engage in the human capital planning process, ranging from the formulation of an annual HCP plan, Resource Committee submissions and Recruitment and Selection planning and engagement
- Act as a partner to Heads of Schools and HR in relation to employee relations issues which may arise in 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 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





# Living in Dublin



Dublin is Ireland's capital city with a population of about 1.3 million people. It is a truly global city with an outstanding quality of life and there are academic and cultural experiences that reflect Irish values. Steeped in history, Dublin is a hub for creativity and culture with vibrant local arts, theatrical and musical activities widely recognised as world class. It also attracts major international artists and productions to meet most tastes. Dublin also hosts some of Ireland's finest national treasures including the Book of Kells and the cathedrals of Christ Church and St Patrick's.

Due to the city's compact size and position on the east coast, Dublin enjoys a scenic landscape of mountains on one side and the sea on the other.

A quick trip can take you away from the daily routine of urban life and into the fresh air and tranquil surroundings of Dublin's natural environment.

Ireland, at the axis of Europe and the USA, is seen as a great place to do business and is home to most leading global companies.

Dublin's can-do, innovative and adaptable attitude to business has led to the arts, culture and creative industries becoming vital components of the city's economy. Dublin has become a thriving tech hub, with the ICT and digital sectors now leading drivers in the region's economy.

For further information on Ireland and on Dublin, please visit:  
[www.idaireland.com](http://www.idaireland.com)  
[www.enterprise-ireland.com](http://www.enterprise-ireland.com)  
[www.dublin.ie](http://www.dublin.ie)

