



**Executive Dean**

**Faculty of Business**

**DCU Business School**

**Fixed Term Five Year Contract**

### **Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. 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 21st century.

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 characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the Top 100 under 50.

### **Faculty of Business**

The Faculty of Business is home to DCU Business School which consists of three Academic Groups. These are the Work, Psychology and Strategy Group, the Enterprise and Innovation Group and the Financial & Operational Performance Group. DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance, excellence and industry engagement. The School holds a wide range of accreditations including AACSB.

## **Role Profile**

DCU is now seeking to recruit a dynamic individual to take up the role of Executive Dean of DCU Business School. This role provides a unique opportunity for an individual, who combines vision, energy and research excellence, to make a major impact on education.

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 Associate Deans, the Faculty Administration Manager and three Heads of School.

## **Duties and Responsibilities**

The Executive Dean is the Chief Executive Officer of the Faculty and is responsible for the strategic direction 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 the Faculty Board) 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, in 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 University policies; and
- Enhance stakeholder engagement and promote further internationalisation of the Faculty.

**Academic**

- Promote excellence in teaching, learning, 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; and,
- Ensure that the education and learning of all students is optimised.

**Financial**

- Coordinate the development of the budget for the Faculty and prepare the Faculty's annual budget submission and financial plan;
- Monitor budget expenditures;
- 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; and,
- Collaborate wherever possible with other Faculties to ensure efficient and innovative use of University resources.

**Personnel**

- Maintain plans for the staffing needs of the Faculty;
- Ensure administrative efficiency and effectiveness together with 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; and,
- 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.

### **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 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 business as well as a grasp of the key issues facing the university sector. The ability to foster and extend national and international linkages, alliances and accreditations is important.

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. S/he will be expected to demonstrate deep insights into business education and curricular innovation. The ideal candidate will demonstrate vision and the ability to promote both agility and flexibility in the Faculty's activities.

### **Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.