



## **Executive Dean**

### **Faculty of Humanities and Social Sciences**

#### **Fixed Term Five Year Contract**

#### **Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is 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

#### **Faculty of Humanities and Social Sciences**

The Faculty of Humanities and Social Sciences is DCU's largest Faculty and is made up of seven Schools. The faculty offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. Many disciplinary areas are covered within the Faculty, and we place a strong emphasis on interdisciplinarity in both teaching and research. The Faculty enjoys a vibrant research culture where collaborative research is actively encouraged. The Faculty's teaching, learning and research activities are about transforming lives and the future of societies.

#### **Role Profile**

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 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 seven Heads of School.

### **Duties 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 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 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 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 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; 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 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.

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. He/she will also 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.