Manchester Metropolitan University

Role Descriptor

Vice-Dean, Manchester Metropolitan Joint Education Institute (JEI), Sichuan International Studies University (SISU)

Definition

The Vice-Dean (SISU), will be responsible to the Faculty Pro-Vice Chancellor and they will work with the Dean, SISU (appointed by SISU) to manage the JEI (including course delivery and academic development) to ensure its successful operation. This is a full-time appointment with the Vice Dean role taking up 0.7/0.8 FTE. The duties outside the Vice Dean role will be an academic role relevant to the post holder including teaching and practice.

Summary

The Vice-Dean will support in providing effective academic leadership, management and strategic direction for the JEI across learning and teaching to provide a high-quality academic experience for students and a stimulating environment for the staff. They will need first-hand knowledge and experience of both high-quality learning and teaching, international, and scholarly practice in order to help drive forward these activities at departmental level. The role responsibilities will include:

Leadership & Management

Develop, manage and embed strategies for the JEI aligned with Manchester Metropolitan University and JEI strategic priorities.

Participate as a member of the faculty management team, contributing to strategic planning and implementation of Faculty and University priorities.

Provide academic leadership and line management across disciplines and thematic areas within the JEI, coordinating staff activities and agreeing objectives and work plans.

Support the academic and professional development of staff through the University's Professional Development and Review (PDR) process.

Represent the JEI on Faculty and University committees and working groups at both Manchester Metropolitan University and Sichuan International Studies University.

Learning and Teaching

Promote excellence in learning and teaching through personal expertise and academic leadership to enhance the student experience.

Review and evaluate academic programmes to identify opportunities for development, enhancement and continuous improvement.

Incorporate student feedback and the student voice into management processes and strategic planning.

Support programme governance and quality assurance processes to ensure compliance with relevant Manchester Metropolitan and Sichuan International Studies University regulations and accreditation requirements.

Scholarly Practice

Maintain an active and developing scholarship profile that enhances the reputation and standing of the JEI.

Develop and sustain productive partnerships at regional, national and international levels that align with the JEI and University strategic priorities.

Apply scholarly expertise to teaching and learning and disseminate through internal and external engagement opportunities.

International

Support the development and delivery of the University's international strategy and contribute to embedding a strong international ethos across the JEI.

Strengthen collaborative relationships between Manchester Metropolitan University and Sichuan International Studies University to support the ongoing success of the Joint Institute.

Related Activities and Functions

Promote and represent the JEI, the Faculty and University both internally and externally, nationally and internationally, seeking out opportunities and promoting collaborative working practices.

Develop and maintain effective relationships with internal and external stakeholders to support strategic objectives and collaborative opportunities.

Contribute to a culture of excellence, cooperation and mutual respect within the JEI and across the wider University community.

Ensure that the JEI is run in a financially sustainable manner by adhering to University financial procedures and following a good practice approach to ensuring value for money in relation to budgets and projects.

Knowledge & Experience

The Vice-Dean will normally:

- Be at Reader or Professorial level.

- Have a strong teaching and scholarly practice record with recognised academic standing.
- Have specialist knowledge relevant to the Academic area.
- Have excellent communication and interpersonal skills including the ability to negotiate effectively, develop, and maintain relationships with internal and external stakeholders.
- Have very good diplomatic skills with experience of inspiring others to succeed.
- Be experienced in successfully securing and managing external funding.
- Be experienced in managing and monitoring budgets and the deployment of staffing resources.
- Have evidence of, and commitment to, ongoing personal and professional development.
- Have well-developed external networks and connectivity, reflective of standing in the field, and bringing a strong awareness of the external environment to the Department and University.
- Have experience of the Chinese HE System
- Be able to travel as necessary within the UK and overseas.

Other desirable requirements:

- Membership of relevant professional bodies.

Terms & Conditions of Office

- The Vice-Dean, JEI will undertake the role on a fixed-term, rotational basis for an initial period of four years at 0.7-0.8 FTE, alongside a permanent academic appointment appropriate to the post holder, together constituting a full-time role.
    - Subject to satisfactory performance, further terms in the Vice-Dean role may be considered.
- The Vice-Dean, JEI must be willing to work at the Sichuan International Studies University, China for between two and four months in a calendar year to ensure effective management of the SISU JEI.