



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Deputy Dean, Faculty of Medicine and Health



Salary: Minimum £50,132 p.a. with a competitive salary to be agreed

Reference: MHFAC1093

Closing date: 23 July 2019

Deputy Dean Faculty of Medicine and Health

Are you an experienced leader, who can demonstrate credibility both academically and managerially? Can you provide the strategic vision and leadership to our large and complex Faculty?

The Faculty of Medicine and Health is looking to appoint a Deputy Dean of the Faculty of Medicine and Health (FMH). The role will work closely with the Executive Dean and Pro-Deans to deliver an agenda which includes developing existing and new partnerships, supporting the operational day-to-day function of the Faculty and working with Heads of School and colleagues to drive through the implementation of the refreshed School strategies.

The role focuses on the implementation of the plans and action associated with the vision and strategies for the Faculty. You will be responsible for coordinating the delivery of key strategic projects, objectives and workstreams. You will have your own portfolio of workstreams, responsibilities and leadership/ membership on relevant Faculty and University committees. You will represent the Executive Dean as required at the University Executive Group and its cognate committees.

A decisive academic leader with a track record of excellent people management skills, you will provide direct leadership to the faculty management team. You will demonstrate the ability to create long term strategic goals and their translation into priorities and measurable actions. You will be a role model in delivering successful and sustainable change.

What does the role entail?

As a Deputy Dean of the Faculty working in partnership with the Pro Deans, Heads of Schools and Institutes, your key deliverables will include:

- Working with the Executive Dean and his team to implement the strategies and vision, providing direction and leadership for the development of the Faculty, the new Faculty Board, ensuring engagement with all staff and stakeholders;
- Adopting a key role as a visible leader who is intrinsic to the delivery of strategic and operational plans for the Faculty;



- Working collaboratively with members of the Faculty Executive chairing and leading sub-groups, working groups and committees;
- Working closely with other Faculties and Schools to develop synergies that drive the academic vision for the University;
- In discussion with the Dean, leading workstreams that might include Equality and Inclusion, Rewards and Promotion, Health and Safety and School oversight roles;
- Taking a lead responsibility for the overall operational performance of the Faculty through its staff and structures, finances, processes and procedures,
- Working with the Faculty Head of HR, champion the implementation of agreed University staffing policies;
- Supporting excellence in research and student education.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Deputy Dean of the Faculty you will have:

- Significant experience at a senior leadership level, with a clear vision and the ability to engage others in that vision;
- A breadth of academic expertise to build credibility and influence at all levels, internally and externally;
- An ability to think and plan strategically, articulate priorities and imperatives, and deliver change;
- A highly developed awareness of political and environmental issues with the ability to operate effectively within these different environments
- Creativity and judgement and the willingness to suggest and try new and creative approaches to problems;
- Highly developed communication skills with great influencing skills, combined with the ability to build and maintain effective and productive working relationships internally and externally;
- Experience of leading effective change management;
- Experience of delivering tangible results at a senior level, effectively managing people, finances and other resources to achieve these.



You will report to Professor Paul Stewart, Executive Dean of the Faculty of Medicine and Health

Terms of Appointment

As part of our ongoing recognition of, and commitment to, leadership roles at the University of Leeds, senior leadership appointments are made on an ongoing (not termed) basis. These roles require significant focus and will require the post holder to use their judgment as regards the allocation of their time. However, we would ordinarily expect leadership responsibilities in such senior roles to absorb circa 0.5 – 0.8 fte, leaving the remainder of time for the pursuit of academic work in the individual's area of research or scholarly activity.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Your application should include:

- A **supporting statement** evidencing how you believe your existing knowledge and experience equips you to carry out the role;
- A copy of your **curriculum vitae** giving full details of qualifications and experience;
- The names of **three** referees (please supply e-mail addresses).

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Paul Stewart, Executive Dean of the Faculty of Medicine and Health

Tel: +44 (0)113 343 4230

Email: p.m.stewart@leeds.ac.uk



Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

