



UNIVERSITY OF LEEDS

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HUMAN RESOURCES

JOB REF: ENGFO1036

UNIVERSITY OF LEEDS

Faculty of Engineering

**PRO-DEAN FOR LEEDS-SOUTHWEST JIAOTONG UNIVERSITY
JOINT SCHOOL OF ENGINEERING**

Background

The University of Leeds (UoL) and Southwest Jiaotong University (SWJTU) have launched a new Joint School of Engineering at the SWJTU campus in the city of Chengdu in China. As Pro-Dean you will be the most senior representative of UOL to be involved in the day-to-day delivery of the Joint School of Engineering in Chengdu. As such, you will be responsible for ensuring that the Joint School operates in a manner that permits delivery of the highest possible quality of student education and provides a safe and inspiring working environment.

You will have successful experience of undertaking a leadership or management role in teaching and student education in the HE sector (preferably in the UK) and first hand knowledge of the Chinese Higher Education sector. All study, teaching and assessment will be in English. You will therefore have excellent communication skills in English. You will have a high level of intercultural communication and negotiation skills and experience of working effectively within different cultural environments, within an international context.

You will be expected to spend the majority of the year in Chengdu, working at the Joint School.

Although this role is nominally advertised as a full-time Professorial level post, there will be the possibility of considering variations on this. For example, we would be keen to consider secondments of existing Leeds staff (who need not necessarily already be at Professorial level, provided they can demonstrate that they satisfy all of the requirements of the role) for a fixed term (to be negotiated). We would also be open to receiving applications from senior Professional staff who are able to satisfy the core requirements of the role (in such a case the research elements of the role would need to be supplemented by agreed alternative activities at an appropriate level and impact). Finally, we would be open to receiving applications from those wishing to work less than full-time.

The University of Leeds' commitment to women in science has been recognised with a national accolade. The University and the Faculty of Engineering have received the Athena SWAN Bronze Award in recognition of our success in recruiting, retaining and developing/promoting women in Science, Engineering and Technology (SET).

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr/index.htm.

Job Description

The Pro-Dean will be a member of the Executive Committee of the Faculty of Engineering at Leeds and a member of the Joint Management Committee of the Joint School at Chengdu, reporting to the Dean of the Faculty of Engineering at the University of Leeds.

Job Summary

As Pro-Dean, you will be the most senior representative of the University of Leeds to be involved in the day-to-day delivery of the UoL-SWJTU Joint School of Engineering in Chengdu. As such, you will be responsible for protecting the reputation and interests of the University of Leeds, and of our students and staff, through ensuring that the Joint School operates in a manner that permits delivery of the highest possible quality of student education and experience, and provides a safe and inspiring working environment. This will entail responsibility for all aspects of the delivery and assessment of the joint degree programmes in Chengdu, including (but not limited to): ensuring that all agreements and codes of practice are respected; having full financial oversight; acting as an ambassador for the University of Leeds; supporting staff and students of the University; and providing strategic leadership in the further development of the collaboration. These tasks will need to be undertaken with sensitivity to the fact that the Joint School is a collaboration between the two Universities, using buildings and facilities that are wholly-owned by SWJTU.

Further Background

The University of Leeds (UoL) and Southwest Jiaotong University (SWJTU) have launched a new Joint School of Engineering at the SWJTU campus in the city of Chengdu in China. This School is wholly owned by SWJTU but will recruit students to both UoL and SWJTU from September 2016 to be educated towards dual degrees from both institutions. In the first instance the students will be recruited at undergraduate level however we have future plans for collaboration in postgraduate education and research.

Undergraduate students will study 4-year Bachelor degrees, with a common first year that will focus on core study skills and knowledge in English (including development of language skills and technical skills in mathematics and physics). From year two onwards students will study specialist modules based around their choice of major (Civil Engineering with Transport, Computer Science, Electronic & Electrical Engineering or Mechanical Engineering). All study and all teaching and assessment will be in English, mirroring the Leeds' syllabus for each degree programme, supplemented by additional material to ensure that requirements for the relevant SWJTU degree are also met.

In 2016 we plan to recruit 50 students onto each programme (200 in total) and in subsequent years we plan to recruit 75 onto each programme (300 in total). One third of the teaching will be provided by UoL staff (in short intensive blocks on a "flying faculty" basis), one third will be provided by existing SWJTU staff (undertaking part of their workload by teaching modules or supervising projects within the Joint School) and the other third will be provided by newly-recruited SWJTU staff (who will work primarily in the Joint School and will have relevant international experience). Because the Leeds' teaching staff will only come in short intensive

visits there is a need to have a "permanent" senior UoL presence on the ground in Chengdu during the majority of the teaching periods. This is a key feature of this Pro-Dean role.

Location:

The post-holder will be expected to spend the majority of the year in Chengdu, working at the Joint School.

Main Duties and Responsibilities

Specific requirements will include the following:

Leadership:

- To contribute to formulation of the strategy and planning for the successful running and future development of the Joint School, liaising with senior colleagues at both Leeds and SWJTU.
- To work with the SWJTU Dean in the development of operational plans, and their execution, for the day-to-day running of the Joint School, including annual budgeting, planning and forecasting.
- To work as a pro-active member of the Joint Management Committee in the development of, and gaining approval for, enhancements to the agreements, policies, systems and regulations governing the running of the Joint School.
- To provide leadership in the implementation of the policies and resolutions agreed by the Joint Management Committee.
- To lead the development of research and external relations strategies for the School in consultation with the Pro-Dean for Research at Leeds.

Management and Oversight:

- To lead in, and take responsibility for, the oversight of the University of Leeds' academic and student education standards during the daily operation and administration of the Joint School.
- To oversee, and ensure adherence to, the teaching and assessment, research, student education and quality assurance policies and regulations of the University of Leeds at the Joint School.
- To influence and lead in the implementation of the UoL's Code of Practice on Assessment and the relevant policies regarding Student Education and Support for the Joint School.
- To have oversight of the student marketing and recruitment activities of the Joint School, including collective management, with colleagues in Leeds, of the Leeds resources associated with these activities.

Finance and Resources:

- To work closely with SWJTU and UoL Finance Teams to implement the Finance Agreement and support the smooth expatriation of UoL's share of tuition fee income back to the UK.
- To work with SWJTU, local tax authorities and UoL's financial advisers to ensure efficient dealings with regard to the tax liabilities of Leeds and Leeds' staff, including filing for Individual Income Tax.

- To work in conjunction with the SWJTU Dean to ensure that sufficient resources are put in place, including staffing, equipment and software, to meet the requirements for successful and efficient delivery of the Joint School programmes to the required standards.
- To ensure the financial viability of UoL's contributions to the Joint School.

Staffing:

- To co-lead (with the SWJTU Dean) in the maintenance, update and execution of the Human Resources Strategy, policies and procedures for the Joint School (including the staff reviews, training and development).
- To co-lead (with the SWJTU Dean) in employment, secondment, evaluation and development of all staff (Leeds and SWJTU) engaged in Joint School teaching and support.
- To ensure that sufficient support is put in place for UoL staff teaching and working at the Joint School (including orientation and induction, travel and accommodation, local transport arrangements, etc).

Legal:

- To ensure that high standards of Health and Safety are maintained, both in the Joint School and in any laboratories or facilities used by the Joint School.
- To ensure that the policies and procedures of the Joint School are in line with Chinese and, where appropriate, British law and are in line with the regulations of the People's Republic of China on Chinese-Foreign Cooperation in Running Schools.

Communication:

- To be the key contact and ambassador for UoL at the Joint School.
- To communicate and coordinate with all of the partner academic Schools, Departments and Institutes (both at UoL and SWJTU) who are engaged in the delivery of the Joint School Programmes.
- To communicate and coordinate with UoL's Student Education Support Team, the Joint School Student Education Team and the SWJTU Central Student Education and Support Team to ensure the delivery of the highest possible quality of student experience.
- To communicate with UoL Faculty of Engineering Executive Committee (the Committee) to update the Committee on the latest developments of the Joint School and to oversee the implementation of the wishes of the Committee through leading, managing and influencing the daily operation and administration of the Joint School.
- To communicate and coordinate with local and British enterprises and research funding bodies, both in China and the UK, to maximize the funding opportunities for collaborative research, and the placement and internship opportunities for both the Joint School students and other Leeds students.
- To communicate with other stakeholders, such as parents and students and other Chinese and British governance agencies (including accreditation bodies), to deal with any issues related to the Joint School.
- To promote the wider interests of the UoL in China, including serving as an ambassador for the university regionally and nationally.

Recruitment, Research, Scholarship and International Engagement:

- To support the Faculty of Engineering and the University of Leeds in their recruitment of students at all levels from Chengdu, Sichuan and China to study at Leeds, including identifying opportunities and the pro-active development of strategic responses to such opportunities.
- To undertake research and/or scholarship at an internationally leading level: this is likely to be research that aligns with, or complements, existing engineering research activities at either UoL or SWJTU, however it may take the form of scholarship associated with relevant aspects of transnational education.
- To identify and pro-actively develop opportunities to enhance the visibility, reputation and reach of the University of Leeds in Chengdu, Sichuan and China.

Key Working Relationships

The Pro-Dean will report directly to the Dean of the Faculty of Engineering at Leeds (currently Professor Peter Jimack) and will be a member of the Executive Committee of the Faculty of Engineering at Leeds. It will be necessary to work closely with the Heads of the five Schools in the Faculty of Engineering and the Head of the Institute of Transport Studies at Leeds, as well as the Directors of Student Education and the Programme Leaders from those Schools (and the Programme Leader for the common first year). Key academic input will also be provided by the Schools of Languages, Cultures & Societies, Mathematics and Physics & Astronomy so it will be important to work closely with the heads, and other relevant senior staff, of these Schools.

Other key relationships at Leeds will be with the Faculty Student Education Service Manager, the Faculty Finance Manager, the Faculty IT Manager, the Faculty HR Manager and the Faculty Marketing Manager, all in Engineering.

In Chengdu the primary working relationship will be with the Dean of the Joint School (currently Professor Zhongmin Jin) and with the SWJTU Vice-Deans. The Pro-Dean will be a member of the Joint Management Committee of the Joint School and will be expected to develop relationships more broadly across SWJTU in order to ensure the smooth running of the Joint School and the protection of the interests of the University of Leeds.

Beyond SWJTU it will be necessary to develop professional relationships with other Higher Education establishments in Chengdu (and beyond), with provincial and local tax authorities and other arms of provisional government.

Personal Development

The University of Leeds is committed to developing its staff. The new Pro-Dean will have the opportunity to undertake appropriate training for this role and to participate in the relevant parts of the University's Leadership Development Programme (LDP). A personal development plan will also be determined during the annual review with the Dean. The first review meeting will be held before the person takes up post so that objectives, expectations and priorities can be understood and agreed.

Leaders and Managers

This role is identified as a leader and/or manager. The [University Leadership & Management Standard](#) establishes a baseline set of values and behaviours which anyone with leadership and management responsibilities will be expected to demonstrate.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- A Masters or PhD Degree, or a professional postgraduate qualification, and extensive management experience in teaching and/or student education in the British Education sector.
- First hand knowledge of the Chinese Higher Education (HE) sector.
- Successful experience of undertaking a leadership role in teaching/student education in the HE sector (preferably in the UK).
- Excellent communication skills in English, including a high level of intercultural communication and negotiation skills in an international context.
- Experience of working effectively within different cultural environments.
- Willingness to work in Chengdu, China for extensive and extended periods of time and to undertake frequent travel between the UK and China.
- Demonstrable ability to develop initiatives from early stages through to successful completion.
- Demonstrable ability to successfully manage challenging and complex projects through influence and negotiation, showing an ability to balance the needs of different stakeholders.
- Demonstrable ability to work effectively as a member of a large and/or complex team, with the successful execution of a range of roles as required.
- Demonstrable ability to manage resources and budgets in an effective and efficient manner, including the ability to prioritise effectively.

Desirable

- Speaker of Mandarin Chinese.
- Experience of teaching Computer Science or Engineering within an HE setting.
- An active researcher with experience of developing research collaborations, obtaining research funding and completion of research projects with successful outcomes.
- A track record of successful management and leadership in the setting of an international teaching collaboration (preferably involving the UK and/or China).
- Extended first-hand knowledge and experience of both the UK and Chinese HE sectors.

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr.

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>.

Further information about the Faculty and Joint School

The Faculty of Engineering is one of the largest engineering groupings in the UK with over 700 staff, 3,300 students and an annual turnover of around £70m.

Our focus is on providing research based teaching and supervision, inspiring our students and through this helping our students to achieve their goals and ambitions.

The range and scope of the our research is extensive and covers all of the major engineering disciplines, including cross cutting themes such as energy, materials, medical engineering and robotics, with theoretical, experimental and modelling work underpinning all areas.

This provides an ideal platform for multidisciplinary research, enabling us to undertake high-impact research in areas recognised as providing critical global challenges. Much of our research is linked to industry, with major collaborators throughout the UK and Europe. We have also aligned our Faculty with industry sectors such as energy, water, high value engineering and medical technologies, and undertake further interdisciplinary research in areas as diverse as functional materials, energy efficient computing and nanotechnology.

Within the UK, teaching and research is delivered through the following five schools:

- School of Chemical and Process Engineering
- School of Civil Engineering
- School of Computing
- School of Electronic and Electrical Engineering
- School of Mechanical Engineering

There is a friendly atmosphere and student-focused approach to undergraduate and postgraduate education. We pride ourselves on the professionalism of our staff and the quality of the research environment, promoting excellence by offering a range of cutting edge programmes, many in conjunction with industrial sponsors and collaborators.

www.engineering.leeds.ac.uk

University of Leeds – Southwest Jiaotong University Joint School

As noted above, the University of Leeds (UoL) and Southwest Jiaotong University (SWJTU) have launched a new Joint School of Engineering at the SWJTU campus in the city of Chengdu in China. This School will recruit students to both UoL and SWJTU from September 2016 to be educated towards dual degrees from both institutions. In the first

instance the students will be recruited at undergraduate level however we have future plans for collaboration in postgraduate education and research.

The Joint School has the approval of the Chinese Ministry of Education as a non-independent cooperative institution (and is therefore part of SWJTU) and both Universities are committed to its long-term growth through increased numbers of dual degree programmes and a wide range of joint research initiatives (including joint postgraduate research students). A key aspect of the Pro-Dean's role in the next five years will be to help to shape this future growth and to oversee its delivery.

INFORMAL ENQUIRIES

Informal enquires to Professor Peter Jimack, Faculty Dean -
telephone: +44 (0)113 343 2002, e-mail: p.k.jimack@leeds.ac.uk.

FURTHER INFORMATION

Terms and conditions of service applicable to appointments at professorial level can be viewed at: <http://www.leeds.ac.uk/hr/policy/terms.htm>.

The salary, which is negotiable, will be in the Professorial range (minimum £60,512 p.a.) and a generous in-country support package will be provided.

Appointment to an academic or academic-related staff post confers the right to join the Universities' Superannuation Scheme (USS), although membership of this scheme is not a condition of employment. Members of the scheme are contracted out of the State Earnings Related Scheme (SERPS).

Participation in the Staff Review and Development Scheme is a condition of employment for academic and related staff.

The University of Leeds is an equal opportunities employer. We welcome applications from all sections of the community regardless of gender, ethnic origin or disability. Women and members of ethnic minorities and disabled people are under-represented in the University in posts at this level and the University would therefore particularly welcome applicants from members of such groups whilst, however, affirming that the appointment will be made entirely on merit.

Disclosure and Barring Service Checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

Disabled applicants wishing to review building access are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Data Protection

The information you provide in your application will be used to consider your suitability for the post you have applied for. If your application is not successful, the information will be disposed of confidentially within 9 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with the University's Data Protection Code of Practice. A copy of this code can be obtained from either the University of Leeds Human Resources Department or by visiting: http://hr.leeds.ac.uk/homepage/4/forms_and_policies.

Health and Safety Responsibilities

You are required to adhere to, and comply with the provisions of the Health and Safety at Work Act, related Regulations, and act in accordance to the University's Policy on Health and Safety which can be accessed via: <http://www.leeds.ac.uk/safety/>.

In addition, you are also required to co-operate with regard to the implementation of the Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and Welfare at Work.

Equality and Diversity Statement

The University of Leeds is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

- that we treat all individuals fairly, with dignity and respect;
- that the opportunities we provide are open to all;
- that we provide a safe, supportive and welcoming environment – for staff, for students and for visitors.

We recognise that we still have work to do to secure a truly inclusive community, and we are committed to a wide-ranging plan of action to tackle discrimination and to promote diversity.

The Equality and Diversity Statement forms part of the University's Equality and Diversity Policy, which applies to staff and students alike and, along with the Policy on Dignity and Mutual Respect, is available on the University's website at: <http://www.equality.leeds.ac.uk/university-policies-2/>.

Further information and advice are available from The Equality Service, tel: +44 (0) 113 343 3927 or by email: equality@leeds.ac.uk.

Information for international staff moving to the UK can be found at: <http://www.internationalstaff.ac.uk>.

HOW TO APPLY

Applicants should study the further particulars, job description and the person specification, then complete the online application form addressing each of the criteria as instructed, attaching any additional information as required by following the online instructions.

Applications should include the following:

- a completed **online application form** – <https://jobs.leeds.ac.uk>
- a copy of your *curriculum vitae*.

Closing date for applications:	Thursday 7 th April 2016
Job Reference number:	ENGPO1036
Anticipated Interview Date:	Wednesday 4 th May 2016

Should you have any queries regarding the application process, please contact David Brett, Reward, Recruitment and Resourcing Administration Officer:
telephone +44 (0)113 343 5775, email: d.j.brett@adm.leeds.ac.uk.

References

It is the custom of this University to approach the referees of only those candidates who are invited to interview. Applicants are asked, therefore, to indicate clearly if they do not wish such approaches to be made.