APPOINTMENT OF
DEPUTY DEAN,
LEEDS UNIVERSITY
BUSINESS SCHOOL
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The University of Leeds is one of the UK’s largest, most prestigious and diverse research-intensive universities. Ranked in the world’s top 100 universities in the QS rankings, and a member of the Russell Group, it was named as the Times and Sunday Times University of the Year 2017.

With an annual turnover of £635 million, more than 33,000 students and 7,800 staff, the University is making significant investments in student education, research and innovation, and extending its international reach. The campus is also being transformed to meet the needs and aspirations of students and staff.

Leeds University Business School, a ‘triple accredited’ and top ranking full service European business school with more than 3,000 students from around 100 countries and more than 200 academic staff, is seeking to appoint a Deputy Dean who will contribute to the implementation of the strategic plan, delivering world-leading research and an exceptional student experience.

In addition to deputising for the Dean both formally and informally, s/he will coordinate the delivery of key strategic objectives, build and maintain corporate partnerships and promote local community engagement, as well as develop effective working relationships across the University.

Candidates for the post will have a track record of leadership and management in a relevant context, a proven ability to drive and implement change successfully and an aptitude for collaborative working. The successful candidate will bring an ability to think strategically and creatively about the improvement and development of a leading international Business School as well as a passion for world-class research and outstanding education.
Leeds University Business School (LUBS) is a leading full-service European business school with more than 3,000 students from around 100 countries, and more than 200 academic staff.

The Business School is a faculty of the University of Leeds, one of the largest higher education institutions in the UK, positioned in the top 100 best universities in the world for academic reputation (QS rankings 2017/18) and a member of the Russell Group research-intensive universities. The University of Leeds was awarded ‘gold’ in the Teaching Excellence Framework 2017 and was named a top ten UK university in The Times and The Sunday Times Good University Guide 2018.

In recognition of excellence in research and teaching, the Business School is proud to hold ‘triple accreditation’ from the three leading international bodies, AACSB, AMBA and EQUIS. The Business School is also a top ten business and management research institution in the UK, according to the Research Excellence Framework (REF 2014). The School regularly appears in the top rankings including the Financial Times and The Economist.

The Business School holds the Small Business Charter award for its role in engaging with regional businesses.

Leeds University Business School is housed in the impressively renovated 19th century Maurice Keyworth Building on the western edge of the University of Leeds campus. It took up its present site in 1999 and since that time there have been further conversions and expansions on the Western Campus.

Led by its present Executive Dean, Professor Peter Moizer, who took up his appointment in 2008, the Business School is one of the eight faculties of the University in its own right. The Executive Dean of the School is a member of the University’s Executive Group, participating fully in the major strategic decisions of the University. There is an annual planning process which culminates every June in a major review meeting with the leading officers of the University.

The School reviews its priorities through the Strategy Group, which ensures that major external development opportunities are considered alongside internal capabilities. The Faculty Executive Group (FEG), which is chaired by the Executive Dean, translates the deliberations of the Strategy Group into operational policies and processes. The Faculty has access to external guidance from its International Advisory Board which meets three times a year.
ABOUT LEEDS UNIVERSITY BUSINESS SCHOOL

MISSION
The Mission of the Business School is to make an exceptional impact on business and society globally through leadership in research and teaching.

www.business.leeds.ac.uk/about-us/

STUDENT EXPERIENCE AND EDUCATION OVERVIEW
The Faculty of Business is a full-service school, encompassing undergraduate, masters, MBA, PhD, executive education and online study. There are over 3,000 full-time-equivalent students.

Undergraduate study at the University of Leeds offers considerable choice through an extensive range of joint honours, single honours degrees, as well as enrichment opportunities. The main business programme areas are Accounting and Finance, Economics, Human Resource Management, International Business and Management. All Business School students have the opportunity to apply for a work placement or study abroad year.

The School teaches specialist masters programmes to more than 1,700 from across the globe. The diverse portfolio covers Accounting and Finance, Business and Management, Economics, Human Resource Management, International Business and Marketing. Our MSc International Business and MSc Accounting and Finance are both currently listed in the latest Financial Times Masters in Management and Masters in Finance rankings.

The Leeds MBA comprises the Full-time MBA, Executive MBA and Online MBA. The Business School is AMBA accredited and our MBA programmes regularly appear in Financial Times, Economist and QS rankings.

There are over 100 doctoral students within the Business School who are integrated into an energetic research environment, working with staff of the highest calibre within our internationally-recognised research centres. The University of Leeds is part of the ESRC accredited White Rose Doctoral Training Centre.

Our Executive Education portfolio translates research knowledge into practice, working with large corporate organisations, public bodies and small businesses. The School is proud to hold the Small Business Charter for our support to SMEs and we are an official training provider of the Leeds City Region Enterprise partnership.

www.business.leeds.ac.uk/
ABOUT LEEDS UNIVERSITY BUSINESS SCHOOL

RESEARCH OVERVIEW
Leeds University Business School is a UK top ten business and management research institution, according to the Research Excellence Framework 2014 (REF).

As a research-intensive Russell Group institution, our research power, size and diversity mean that we are able to offer interdisciplinary opportunities, both across the University and with a wealth of international partners. With over 200 academic staff in the Business School from across the globe, and a wider community across the University of Leeds, our people share a passion for excellence.

The School is home to over 15 interdisciplinary research centres. Intellectual strengths focus on the areas of: decision making; economic stability and finance; international business and marketing; technology and innovation; leadership, work organisation and employment.

The Business School has been awarded competitive research grants and fellowships at the highest level, including from the Research Councils, the EU, Government Departments, and industry.

INTERNATIONAL PROFILE AND INITIATIVES
The University of Leeds is a founding member of the World Universities’ Network (WUN) which comprises 16 research-intensive institutions spanning six continents, and facilitates opportunities to create internationally collaborative relationships in research and teaching.

As a ‘triple accredited’ school with AACSB, AMBA and EQUIS, Leeds is in the top one per cent of business schools globally.

Leeds University Business School works with over 200 institutions worldwide, through research projects and bids, teaching agreements, programme development, conferences, networks and student recruitment. Some of our partners include: Zhejiang University School of Management in Hangzhou, Instituto de Empresa Madrid, Broad College Michigan State University and the University of International Business and Economics Beijing. The Business Confucius Institute at the University of Leeds opened in November 2012, a specialist business institute to boost trade and build links between China and the UK.

As an international research-led university, Leeds strives to go beyond our legal duties to create a positive environment for our diverse community of staff and students. The Business School has a diverse community of over 200 academics and 120 professional staff. Our university student community comes from over 140 countries.

The Business School has over 25,000 alumni in 140 countries, and 28 groups in 30 countries. A dedicated alumni relations team facilitates an active programme of engagement activities including events, business networking and professional development opportunities, in the UK, across the globe and online.
MANAGEMENT AND STAFFING STRUCTURE

There are six academic divisions:

- Accounting and Finance
- Economics
- International Business
- Management
- Marketing
- Work and Employment Relations.

The development and delivery of the School’s strategy is the responsibility of the Dean, working with the Strategy Group and with the Faculty Executive Group (FEG) which comprises the Pro-Deans for Research and for Learning and Teaching, the heads of the six constituent divisions, the directors of postgraduate and undergraduate studies, Finance Manager, Marketing Manager, and HR Manager.

The Heads of Division report to the Dean.

Other leading bodies within the School are:

- Strategy Group
- Research Committee
- Learning and Teaching Committee, with Postgraduate and Undergraduate sub-committees
- Graduate School Committee
- Promotions Committee
- School Board, of which all members of staff are members
- Professional Staff.

External reviewers, consultants and examiners consistently report that the professional staff, who are complementary to the academic staff, are one of the School’s strengths.

LUBS has consistently aimed to ensure that its academic staff may give priority to research and teaching; management and administrative roles are undertaken by professional staff wherever possible. The range of the professional staff has increased in order to enable LUBS to establish itself as a leading international business school. Staff are deployed in the management of Learning and Teaching (Undergraduate, Postgraduate, PhD Offices, Teaching Quality, Virtual Learning Environment), Careers, Research, Enterprise and Knowledge Transfer, Marketing including Alumni Relations, Finance, Information Technology, Human Resources, Facilities including Health and Safety, and Strategy and Governance.

The School’s policy is constantly to improve the professional services it provides to students, staff and external constituents. It does so through learning opportunities within the group, development through secondments and shadowing, and benchmarking with other leading business schools.
As Deputy Dean of the Faculty, and in partnership with the Executive Dean, you will:

- provide strategic vision, direction and leadership to enable academic development and continuous improvement;
- promote excellence in student education with a focus on the student experience;
- support and encourage excellence in research, providing the necessary environment to enable this;
- take responsibility for the overall performance of the Faculty through its staff and structures, finances, processes and procedures;
- support the delivery of integrated activities in teaching and learning, business engagement, research and innovation, executive education and regional development, to maximise the School’s impact upon society;
- provide leadership and management to Heads of Division and Pro-Deans who will be accountable for disseminating and delivering the Faculty’s strategy and engaging with colleagues across the University to promote interdisciplinarity in education and research;
- contribute to the strategic direction of the wider university through active participation in university groups and forums and leadership of specific projects and initiatives.

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.
Candidates for the role 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;
- significant intellect, creativity and judgement and the willingness to suggest and try new and creative approaches to problems;
- highly developed communication skills with the ability to build and maintain effective and productive working relationships internally and externally;
- experience of delivering results at a senior level, effectively managing people, finances and other resources to achieve these.
With its foundations in the Yorkshire College of Sciences of 1874, the University of Leeds was given its Royal Charter in 1904 and has been inspiring staff and students to be the best that they can be ever since. The strength of our academic expertise combined with the breadth of disciplines we research and teach, provide a wealth of opportunities and ensure that we have real economic, social and cultural impact.

Leeds is a community of more than 33,000 students from 150 different countries, over 7,500 staff of 100 different nationalities and we are in touch with more than 250,000 alumni in 186 different countries. A member of the Russell Group of universities, we are one of the UK's top ten research institutions and one of the UK's largest, most prestigious and diverse universities.

Increasing knowledge and opportunity in powerful combination is, and will continue to be, the defining feature of Leeds, distinguishing us from other universities and enabling us to address the challenges of education and research across a broad range of disciplines with energy and confidence.

Our academics are leaders in their field who undertake world leading research with enduring national and international impact. Societal issues do not respect disciplinary boundaries, and our strategic research themes of energy, climate, water, cities, food, high-value engineering, culture and health promote interdisciplinary research across the University and with a wide range of partners.

We integrate this world-class research with education and scholarship of the highest quality, and we are committed to the continuous improvement of student education. We offer a variety of alternative routes to study, ensuring that we identify and nurture aspiring students no matter their background or financial circumstances.

We work through a number of carefully developed partnerships in student education and research, increasing our international reach and promoting creativity, innovation and enterprise. These activities are underpinned by leading-edge facilities and a significant commitment to further investment.
Everything we do is driven by the quest for academic excellence and our agreed values of integrity, inclusiveness, community and professionalism. We are re-doubling our commitment to attract, develop and retain the very best talent in Leeds and you will be joining us at a time of renewal, growth and development of our academic activities:

- 90 per cent of final year students reported through the 2016 National Student Survey that they are satisfied with the quality of their course, placing us equal second in the Russell Group. Satisfaction with the students’ union and the library are both at 92 per cent.

- The results of the Research Excellence Framework (REF) 2014 ranked Leeds in 10th place for research power and 9th for research impact. The assessment identified that over 80 per cent of our research is rated world-leading or internationally excellent.

- The University is number 93 in the QS world rankings in 2017 and has been named University of the Year 2017 in the Times and the Sunday Times Good University Guide.

- The University has an annual turnover of £635 million and we are in good financial health with a strong balance sheet. Our commitment to invest for the long term is based on robust financial plans that set exacting student recruitment targets, ambitious improvements in research performance and significant efficiency improvements.

- For every £1 million of revenue generated by the University, we generate secondary economic impact of £1.31 million — 74 per cent of which flows into the regional economy of Yorkshire and Humberside.

Our Strategic Plan 2015-2020 can be found on our website: [www.leeds.ac.uk/download/76/strategic_plan_2015](http://www.leeds.ac.uk/download/76/strategic_plan_2015)
From small clubs to international events, sporting fixtures to theatre and music performances, there are always opportunities for people to come together.

The University has ambitious and exciting plans for its future academic development based on a commitment to support the professional aspirations of staff and the energy, enthusiasm and talent of our students. We need brilliant and inspiring people to help us build on our existing strengths and achievements and to deliver a new and exciting future.

You can find further information on why Leeds is a great place to live and work on our relocate website: relocate.leeds.ac.uk/

CONTEXT, HOUSING AND CAMPUS LIFE

Leeds City Region is the largest city region economy outside London with a population of three million people, 1.4 million employees in 109,000 businesses, and economic output of £60.5 billion.

The thriving city of Leeds is the UK’s third largest and fastest growing city and the largest financial, legal and business services centre outside London. Located close to the city centre, the University plays a significant role in the economic, social and cultural development of the region.

The Yorkshire region offers a diverse range of areas to live; from a modern city centre and leafy suburbs in Leeds to lively, yet traditional, market and spa towns such as Ilkley and Harrogate; and a range of village and rural settings.

The University campus is vibrant and diverse, offering state-of-the-art facilities and hosting a wide range of academic, cultural and sports activities and events for staff, students and the public.

From small clubs to international events, sporting fixtures to theatre and music performances, there are always opportunities for people to come together.

The University has ambitious and exciting plans for its future academic development based on a commitment to support the professional aspirations of staff and the energy, enthusiasm and talent of our students. We need brilliant and inspiring people to help us build on our existing strengths and achievements and to deliver a new and exciting future.

You can find further information on why Leeds is a great place to live and work on our relocate website: relocate.leeds.ac.uk/
The role of Deputy Dean will be for a period of five years in the first instance. At the conclusion of that period, it is anticipated you will apply for re-appointment through an open, competitive process or assume an active chair position within the School.

The Deputy Dean role will be appointed by a Selection Committee, chaired by the Vice-Chancellor, and advised and assisted by the University’s executive search partners, Perrett Laver.

Applications should consist of a CV accompanied by a brief covering letter addressing the criteria in the person specification.


Applicants are asked to provide suitable daytime and evening contact details.

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.

In accordance with the University’s commitment to equality and diversity, candidates are asked to complete the Equal Opportunities Monitoring Form enclosed with this appointment details document and submit it with the application.

Longlisted candidates will be invited for interview with Perrett Laver, following which the Selection Committee will agree a shortlist. Shortlisted candidates will be invited to attend informal sessions and formal interviews in Leeds.