

University of Edinburgh

Job Description Template

1. Job Details

Job title: **Dean of Learning and Teaching**

School/Support Department: **College of Science and Engineering**

Line manager: **Head of College**

2. Job Purpose

- To lead the development of strategy and policy in learning and teaching, covering both UG and PGT programmes.
- To promote the development of the College's UG and PGT business.
- To oversee the academic governance of the College's activities in the UG and PGT areas.
- To ensure that specific CSE/STEM subject perspectives are fully represented in University-level strategic decisions.

3. Main Responsibilities

	Approx. % of time
1. Develop and implement strategy for improving the student learning experience..	15
2. With Heads of School, Directors of Teaching and others, develop the College's portfolio of programmes so as to increase income from teaching activities.	10
3. Chair the College Learning and Teaching Committee (and possibly subcommittees) and oversee the College's academic governance, advising the Head of College on teaching and learning matters.	5
4. Chair or member of other College bodies. <i>(Currently the College Library Committee and Senior Tutor Forum.)</i>	5
5. Member of the College's senior management team, and the College Strategy and Management Committee, and so to contribute to the strategic management of the College.	5
6. Represent the College in University-level committees and working groups. <i>(Currently the major representational activities are membership of Senate, Senatus Learning and Teaching Committee, Student Progression Committee, and the Programme Board for the Service Excellence Programme's Student Administration & Support strand.)</i>	10
7. Deputise for the Head of College as required (both internally and occasionally externally).	infrequent

4. Planning and Organising

- Planning the development and implementation of strategy in UG and PGT areas.
- Overseeing the implementation of strategy in the Schools of the College.

5. Problem Solving

- Negotiating with Heads of Schools and Directors of Teaching in connection with the implementation of strategy and policy.
- Negotiating with functional Vice-Principals and other senior University managers to effectively represent the interests of the College.

6. Decision Making

- Decides on strategy in the UG and PGT areas, after consultation with (depending on the issue) the College Learning and Teaching Committee, or the College Strategy and Management Committee.

7. Key Contacts/Relationships

- Head of College (line manager)
- College Registrar (as part of the College's senior management team, particularly in connection with strategy, planning and estates issues)
- Head of Recruitment and Admissions (developing and marketing the College's academic programmes)
- Head of Academic Affairs (academic governance, quality assurance and development and implementation of academic policy)
- Deans, particularly the Deans of Students, International Students and Quality Assurance
- Heads of School (high-level academic strategy, particularly when the allocation of resources is involved)
- Directors of Teaching (academic strategy and academic governance).
- Vice-Principals and Deans in the other colleges for University-wide or cross-College issues

8. Knowledge, Skills and Experience Needed for the Job

- Highly experienced academic with a strong track record in academic leadership.
- Ability to influence colleagues at all levels.
- Ability to promote and manage change.
- Ability to work effectively with colleagues at all levels including skills in effective delegation, time management, and team working.

9. Dimensions

- The College has seven Schools with a total of ~6000 undergraduate and ~1225 taught postgraduate students. These numbers are planned to grow to 7000 and 1600 respectively by 2021/22. The College's teaching programmes are delivered by approximately 750 academic staff.

10. Job Context and any other relevant information

The job is combined with a senior academic role such that approximately 50% of time is spent on each.

June 2018