JOB DESCRIPTION
Deputy Vice-Chancellor
Vacancy Ref: A430

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<th>Job Title:</th>
<th>Deputy Vice-Chancellor</th>
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<td>Department/College:</td>
<td>Vice-Chancellor’s Office</td>
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<td>Directly responsible to:</td>
<td>Vice-Chancellor</td>
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**Major Duties:**

The Deputy Vice-Chancellor will work with the Vice-Chancellor in providing leadership within the University and delivering the University strategy to become a world top 100 University.

The post of Deputy Vice-Chancellor (DVC) is unambiguously seen as the deputy to the VC in all respects, such that when the VC is absent, the DVC acts on his behalf.

The DVC will take day-to-day leadership responsibility for ensuring that the academic function of the University is coherently and imaginatively developing to meet Lancaster’s key strategic aims. Academic policies which have a direct impact on the University’s financial performance will be the responsibility of the DVC.

This role leads, with the VC, all aspects of the strategic planning cycle, coordinating the development and implementation of academic planning issues. The role entails working closely with the VC and other members of the senior management team (Pro Vice-Chancellors, Deans and Senior Directors), in the context of delivering the University’s Strategic Plan.

Recruitment to academic roles of the highest possible calibre is crucial to meeting Lancaster’s aspirations so that a commitment to proactively engaging in searches and chairing senior appointment committees is important.

The Deputy Vice-Chancellor chairs a number of strategic University Committees (See Appendix), as well as being a member of the Senate as Deputy Chair.
Appendix

Committees currently Chaired by the Deputy Vice Chancellor:

(i) Space Management Group
   - Management of the effective utilisation of the university’s estates, including flexibility for future adaptation, within the context of the evolving estates strategy.

(ii) Tuition fees, widening participation and Target Setting Group
   - To make recommendations to UMAG on all H-EU and OS fees at undergraduate and postgraduate levels and to make recommendations on the use of scholarships and bursaries.

(iii) Collaborative provision oversight committee
   - Management of the university’s development of collaborative provision, ensuring that this is in line with appropriate aspects of the university’s strategic plan, and, where necessary, to make recommendations to the Senate.

Committees of which the DVC is currently a member:

(i) The University Management Group (UMAG) (the senior executive committee)
   - The executive committee of the University, comprising senior members of the University.

(ii) Senate
   - The academic authority of the University which draws its membership from the academic and academic-related staff and the students of the institution.

(iii) The Finance Committee
   - On behalf of the Council, and in accordance with authority delegated to it, to recommend institutional financial strategy and policies to the Council.

(iv) Budget Review Group
   - An advisory group to monitor the financial performance of the University against budget and identify issues that might impact on the budget plan for the following year.

(v) Chairs and Readerships Committee

(vi) Professorial Pay Review panels

The DVC is also currently ex officio a member of all Capital Project Executive Boards and International Partnership management committees.