

**JOB DESCRIPTION**  
 Dean for Colleges  
 Vacancy Ref: 0614-24

<b>Job Title:</b>	Dean for Colleges
It is offered at 0.4FTE for an initial term of 3 years and remunerated pro-rata in line with the Senior Salary Framework Level 2, replacing 0.4FTE of the employee's underlying substantive contract for the period of appointment.	
<b>Department/College:</b>	Vice-Chancellor's Office
<b>Directly responsible to:</b>	Vice Chancellor
<b>Supervisory responsibility for:</b>	The Vice-Chancellor's Office Team
<p><b>Other contacts</b></p> <p><b>Internal:</b>          Vice-Chancellor, Pro-Vice-Chancellors, Senior Officers, Deans, Heads of Departments or Sections (including staff within them), Professional Services Directors, Faculty Managers, Students' Union, Colleges and College Principals, Ceremonies Office, Students, Student Families and Members of the Public.</p> <p><b>External:</b>          OFS, BEIS, UUK, UCEA, JISC, AHUA, International Institutions, Lancaster University International Teaching Partnerships, VIPs from International Universities or Government Offices, Other Universities, HE Institutions and Colleges, Lancaster University Associated Colleges, Regional Partners, Public and Private Sector Organisations.</p>	
<p><b>Major Duties:</b></p> <p>The Dean for Colleges is responsible for the strategic leadership and development of the nine Colleges and their contribution to the student and staff experience at Lancaster. The Dean will develop the vision for Colleges in line with the University strategy and values to support our 'community of communities' and ensuring that College membership remains a distinctive, vibrant and valuable offer which underpins the student experience at Lancaster, and a forum for staff networking.</p> <p>Reporting directly to the Vice-Chancellor, the role is a senior management role appointed within the Vice-Chancellor's Office and will attend the Executive Board as relevant to the agenda. It is offered at 0.4FTE for an initial term of 3 years and remunerated pro-rata in line with the Senior Salary Framework Level 2, replacing 0.4FTE of the employee's underlying substantive contract for the period of appointment.</p> <p>Primary role responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide senior leadership to develop the strategic operating framework for a distinctive and impactful college experience.</li> <li>• Provide oversight and co-ordination of strategic objectives and an associated delivery plan for college activity aligned with the University's ambitions and values.</li> <li>• Enhancing the student experience at Lancaster through college activity - doing so coherently with the University Associate Dean for Students, ensuring effective development strategies, plans and feedback systems are implemented to continuously improve the college offer.</li> <li>• To develop measures and Key Performance Indicators (KPIs) that set aspirations and monitor progress towards a vibrant campus offering for students and an enhanced reputation for excellent student experience.</li> <li>• To develop the vision and framework for enhanced staff engagement with Colleges, including how this might support strengthening the sense of academic community.</li> <li>• Line management of the College Principals, including recruitment (in line with ordinances), performance and succession planning;</li> </ul>	

- Ensuring effective planning and co-ordination across all nine colleges with a view to delivery of a consistent (as appropriate) or equivalent college offer and experience for all college members.
- Represent the University in engagement with other collegiate universities to share and inform good practice and maintain competitive insight for Lancaster's collegiate offer.

Provide leadership for, and assurance of, effective delivery via College Principals and the Senior College Manager of:

- resourcing of the colleges including staffing, non-payroll and voluntary staff resourcing; co-ordination of the College budget planning submission and determination of strategic priorities;
- strong working relationships between colleges and professional services divisions, particularly where there are interdependencies in relation to delivery of pastoral, social and developmental activity;
- strong relationships and planning between college staff and JCRs, ensuring that activities are well supported and compliant with University policies;
- close working with the Students' Union Full Time Officers and staff, to maximise use of resources and impact for the student experience;
- effective working with the Chair of the Sport Board, the Director of Sport, Vice-President (Sport) and college JCRs to contribute to the University strategic priorities for sport and physical activity;
- the development of college activities that support and reflect the inclusive and diverse college membership and communities;
- compliance and training for college staff (whether paid or in voluntary roles) in relation to University policies, including safeguarding, EDI, health and safety and related student policies for discipline, complaints etc;
- strong working relationships with professional services staff who are based in accommodation/colleges to ensure they are engaged in planning and are able to contribute effectively to college activities and support, including porters, security, college wellbeing officers and accommodation service managers;
- collaborative working with key executive officers to ensure effective contribution and integration of college activities in implementing policies, procedures and plans, including:
  - Student experience providing a College interface with the PVC Education, the University Academic Dean and the University Associate Dean for Students;
  - Philanthropy, Advancement and Supporter Engagement and PVC Global to support college alumni activity and fundraising;
  - External Affairs to support effective planning and delivery of student recruitment activities which showcase the University's distinctive college offer;
  - Students and Education Services to ensure an effective interface with colleges in relation to pre-registration, arrivals and induction arrangements for students;
  - Facilities to ensure effective planning and development of the physical development and usage of college and accommodation space and to ensure effective delivery of support services including accommodation management, portering and security.