**Job Description**

**Vac Ref 0716-25**

**Job Title:**  Academic Dean Lancaster University at Sunway

**Salary:**  Competitive

**Department/Division:** Vice-Chancellor’s Office, Lancaster University

**Reports To:** Pro-Vice-Chancellor Global (Digital, International, Sustainability)

**Manages/supervises:** Staff member(s) working in the Lancaster University at Sunway Office

**Internal contacts:**  Pro Vice-Chancellors (PVCs), Deans, Heads of Department, Directors and management of Professional Services, academic and professional staff supporting Lancaster University at Sunway University directly and indirectly.

**External contacts:** Senior leadership and staff of Sunway University. Members of external agencies such as British High Commission, Malaysian Quality Assurance Agency, partner university representatives, external research funding agencies and others.

**About us:**

Established in 2006, the Lancaster-Sunway partnership is built on a foundation of excellent teaching, and has evolved over the years to include research, collaboration and engagement activities. Sunway University is one of Malaysia’s leading private universities located in Petaling Jaya. The University offers a wide range of industry-relevant business, science, and technology programmes at undergraduate and postgraduate levels. More details about the partnership: <https://www.lancaster.ac.uk/partners/sunway/>.

**Job Purpose:**

The Academic Dean is the senior representative for Lancaster University on the Lancaster University and Sunway University partnership located at Sunway University in Kuala Lumpur Malaysia. The primary remit of the position is to lead and implement the agreed co-strategy to build on the current success of the teaching partnership and to advance partnership activities along three major themes: teaching, research and engagement.

The Dean is expected to work collaboratively bringing creativity to the development of the partnership, such that shared new values is realised for the two Universities.

The Academic Dean is the Senior Academic posting at Sunday University and holds primary responsibility for representing Lancaster with academic and professional services partner staff, students and various external agencies whilst acting as Senior liaison to Lancaster staff in the UK.

**Main Responsibilities:**

As Academic Dean and a member of the Sunway University team, the role holder is the Senior Lancaster University representative at Sunway University and will:

1. Lead and manage the implementation of the Sunway-Lancaster Co-Strategy – being accountable for its successful implementation via tracking of the agreed KPIs.
2. Lead the development and promotion of the activities between Sunway and Lancaster University leveraging academic, industry and wider networks. Build engagement networks for Lancaster University within the region including liaison with alumni, public, authorities and communities.
3. Lead the Lancaster University interests and responsibilities for the Lancaster University Dual Degree programmes at Sunway, ensuring quality of teaching, and enhancing standards; promoting existing academic programmes, and advising, facilitating and supporting the development of new opportunities across the academic portfolio.
4. Work to ensure that the partnership maintains a high profile and reputation in Malaysia and the broader South East Asia region and assist in the development of Sunway University as a leading HE provider in Malaysia.
5. Work with the senior management at the Sunway University and contributing to strategic planning through attendance at relevant committee meetings as agreed with the senior management of Sunway.
6. Initiate, maintain and enhance a close working relationship with colleagues and senior management of Sunway and Lancaster University.
7. Support the Pro-Vice Chancellor for Global in the management of the partnership from a Lancaster University perspective, including the provision of management information to the PVC Global and being the designated Chair Partnership Management Group – to drive forward the partnership.
8. Chair all designated Partnership Management group meetings with Lancaster University via digital communication where appropriate. Undertake physical visits to Lancaster University to strengthen the working relationship between partners.
9. Uphold quality assurance – holding primary responsibility for:
   * 1. the quality assurance of any work associated with the University partnership;
     2. the appointment of external examiners and the conduct of exam boards and other such appropriate requirements;
     3. participation in partner and joint exam boards;
     4. oversight of relevant data platforms as the means by which the partnership is administered from a QA perspective;
     5. provide periodic reports to the PVCE and Partnership Management Group on QA issues;
     6. dealing with QA related issues that arise.
10. Facilitate and support teaching, including LU staff teaching on the programmes, and helping to ensure educational quality.
11. To support the development of LUs regional strategy working with the PVC Global.
12. Liaise fully with all Lancaster University staff resident at Sunway University providing mentoring and development opportunities.
13. Work with the Director of Research to support the development and advancement of the Future Cities Research Institute and other agreed research initiatives, which builds on existing research strengths in Sunway and Lancaster.
14. Support marketing and recruitment – supporting the marketing team at Sunway with student recruitment, including attendance at Open Days, recruitment fairs (domestic and overseas) to raise the profile of, and assist in the recruitment of, students to both the Sunway and Lancaster campuses. Promote opportunities for students at Sunway University to visit other Lancaster University campuses for study visits or further study.
15. Support the senior team, alumni office and Lancaster University guests attending two Graduation Ceremonies annually
16. Undertake any other reasonable duties assigned by the PVC Global and the Partnership Management Group.