**Person Specification – Academic Dean (Lancaster University at Sunway University)**

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you are a suitable fit for this position. Further advice and guidance can be found here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Demonstrated ability to provide strategic vision and leadership for a major international partnership, with a track record of developing and implementing innovative initiatives and securing institutional support such that they are realised.** | Essential | **Application Form and uploaded CV and covering letter, Interview** |
| **Substantial academic experience gained at an internationally recognised university.** | Essential | **Application Form and uploaded CV and covering letter**, **Interview** |
| **Proven ability as an academic leader with proven management abilities to work effectively and achieve results within a complex matrix working environment.** *Provide clear examples of where you have delivered results in HE with multiple stakeholder to get significant impactful results.* | Essential | **Application Form and uploaded CV and covering letter**, **Supporting Statements**, **Interview** |
| **Experience or deep understanding of Transnational Education, and associated HEI (higher education institutions) regulatory and accreditation processes, standards and approach to curriculum design and assessment.** *Tell us about your experience in working with the accreditation processes, your methodology and approach referencing the stakeholders and types of projects you have lead.*  *Explain how you approach curriculum design and develop pedagogical frameworks, where possible noting reference to trans-national educational delivery.* | Essential | **Application Form and uploaded CV and covering letter**, **Supporting Statements**, **Interview** |
| **Proven experience and capability in successful external engagement and institutional profile building.**  *Tell us how you use your leadership, communication and cultural intelligence to effectively to foster joint working, develop meaningful outcomes and engage stakeholders at all levels to build reputational confidence.* | Essential | **Application Form and uploaded CV and covering letter**, **Supporting Statements**, **Interview** |
| **Excellent influencing, administration, communication, and presentation skills, able to represent Lancaster University overseas at a senior level.** | Essential | **Application Form and uploaded CV and covering letter**, **Interview** |
| **Experience of developing new programmes of study at pace at UG and PG levels that address identified market demands.** *Describe your experience of leading or supporting the design of new undergraduate or postgraduate programmes that directly responded to market demand. What was your role and what was achieved?* | Desirable | **Supporting Statements**, **Interview** |
| Established record of high-quality research, including research supervision. | Desirable | **Application Form and uploaded CV and covering letter, Interview** |
| Experience in marketing e.g. representing an HE institution in student recruitment, or at Graduation, or with alumni. | Desirable | **Application Form and uploaded CV and covering letter, Interview** |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and covering letter Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test or presentation, but you will be given some notice if this is the case.