Dean of the Faculty of Arts & Humanities

Closing Date: 25 March 2020
Interview Date: 13 May 2020 (please note this change of date)
Ref: 8517
INTRODUCTION

The University of York is a world-leading institution and a member of the prestigious Russell Group. We are proud that our research and teaching have genuine parity of esteem. Our research is at the forefront internationally in developing new knowledge which will enable our society to address the most important challenges that face it. Our students learn in and benefit from a research-rich environment and are encouraged to apply their learning within and beyond the classroom.

We pride ourselves on our sense of community and whilst we have grown in size, we have retained the legacy of a connected, cohesive and purposeful community working together to make a real difference in the world. Our founding commitment was to be a university for public good, and we reaffirm that commitment today.

The appointment of our new Dean of the Faculty of Arts & Humanities is a critical, board level appointment for the University. As we embark on our new University Strategy, the Dean will make a significant contribution to its creation and delivery. They will be responsible for the academic, research and resource management of the Faculty, and will play a major role in University leadership as a member of the University Executive Board.

We are seeking individuals who understand and share our long-standing values and can connect these to our inspiring vision for the future. It is important that our senior leadership team not only embody our values but have high ambitions for the institution and can further contribute to its continued success as a world-class university.

We particularly welcome applications from female candidates, and candidates from minority ethnic backgrounds, who are under-represented at senior management level in the institution.

Professor Charlie Jeffery
Vice-Chancellor & President
Main purpose of the role

As Dean of Faculty you will provide leadership of the Faculty and ensure the efficient and effective management of Faculty Departments through the Heads of Department and their management teams. The Dean will provide visionary leadership for the continued growth and success of the Faculty and in delivering the new University’s Strategy. In doing this they will lead, support and monitor the development and implementation of strategic plans to improve the quality of learning and teaching, the ambition, scale and achievement of research, the reputation of academic work in the Faculty nationally and internationally, all underpinned by a clear strategy to enhance the financial resilience of the Faculty. The Dean will promote involvement, collaboration and a sense of shared ownership by all staff and students in the delivery of the vision and strategy.

Key responsibilities

• Develop a compelling, cohesive and ambitious vision for the Faculty that builds on the University’s new Strategic Vision.

• Devise and implement plans to ensure that this vision is realised, working closely with the Pro-Vice-Chancellors for Teaching, Learning & Students, Research, and Knowledge Exchange & Partnerships, the Registrar & Secretary, the Finance Director, and the Deputy Vice-Chancellor and Provost.

• Lead the Faculty’s planning process, sign off departmental plans and budgets prior to submission to the Planning Committee and ensure that financial objectives are delivered.

• Promote transparency of decision-making, resource allocation and management and promote and manage work in efficiency, effectiveness and process improvements, working collaboratively with professional service departments as appropriate.

• Ensure Departments achieve a high level of performance in external processes such as REF, TEF and student experience surveys, working closely with the relevant PVCs.

• Ensure that all Heads of Department of the Faculty are fully engaged in the development of the new University Strategy and understand their individual and collective role in the delivery of its outcomes in line with an agreed timescale.

• Ensure a wider ethos of engagement and collaboration in strategy development and delivery accessible to all staff and students across the Faculty.

• Encourage and develop interdisciplinary research programmes across departmental and Faculty boundaries, working with the other Deans as appropriate.

• Encourage and develop contributions from within the Faculty to the University’s roles in civic leadership, international engagement, and in addressing major social challenges such as environmental sustainability.

• Chair steering groups of interdepartmental centres that are principally located in the Faculty to ensure their effective development.

• Promote continual improvement of the student experience within the Faculty, engaging closely with representatives of our students unions.

• Lead, develop, motivate and manage performance of Heads of Department and, with them, of all staff across the Faculty.

• Actively identify and nurture teaching and research talent in order to develop and retain it internally and in order to attract world-class academics to York externally.

• Work with the Dean of the York Graduate Research School to ensure that the University-wide strategy for Post Graduate Researchers is effectively implemented.

• Ensure that performance management and development is effective at all levels in the Faculty, ensuring that we deliver on our commitments to equality, diversity and inclusion, that we recognise achievement in different roles equitably, and that we address concerns about workload effectively.
JOB DESCRIPTION

• Represent the Faculty in the wider University and externally.

As a member of the Board

• To play a full role in shaping the overall strategic direction of the University and implementing the policies and strategies agreed by Council, University Executive Board and Senate.

• Develop and maintain external relationships that support and enhance the implementation of the University Strategy.

• Contribute to the strategic and corporate leadership of the University through the University Executive Board.

• Contribute to collective decisions on the University Executive Board about the use of resources to further the development of the University.

• Lead on specific University-wide projects as requested by the Vice-Chancellor and President.

• Support our institutional commitment to equality, diversity and inclusion.

• Translate the University Strategy into measurable goals and targets for thematic areas of responsibility.

• Engage with staff across the University in order to support the implementation of the University Strategy, promote good practice and stimulate innovation.

• Work with the other Deans of Faculty to develop effective working across Faculty boundaries in developing cross-disciplinary initiatives both in research and in teaching and learning.

• Monitor the achievement of the specific targets and objectives as above.

Further details

The Dean of the Faculty of Arts & Humanities is a full-time role for a period of four years (for internal candidates, reverting back to the substantive academic role, for external candidates moving to a substantive academic role). The post-holder reports to the Vice-Chancellor and President (as line manager). The post-holder will be encouraged to maintain activity in research and/or teaching during their tenure, to a maximum commitment of 0.2 FTE.
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<thead>
<tr>
<th>PERSON SPECIFICATION</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Strong academic track record as evidenced by previous achievements, including significant research funding track record (commensurate with relevant expectations in the relevant academic field), a relevant publications record and/or roles at a national or international level, and evidence of sustained achievement and leadership in teaching and learning</td>
<td>Essential</td>
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<tr>
<td>An experienced senior leader, able to demonstrate proven delivery of successful change management and the ability to act as a champion in relation to both the University Strategy and its development and delivery in the Faculty</td>
<td>Essential</td>
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<td>Evidence of leading policy developments and turning plans into action</td>
<td>Essential</td>
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<td>Confident line manager with the ability to motivate staff and effectively manage performance</td>
<td>Essential</td>
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<td>Strategic insight as demonstrated by engagement in cross-institutional leadership and strategy setting and implementation</td>
<td>Essential</td>
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<td>A comprehensive understanding of current and future developments in the sector and the key drivers behind them</td>
<td>Essential</td>
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<td>Experience in academic portfolio review, management planning and budget setting</td>
<td>Essential</td>
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<td>Experienced line manager with the ability to influence and inspire staff and drive a culture of commitment, innovation and engagement that leads to the delivery of successful outcomes</td>
<td>Essential</td>
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<td>A dynamic leadership style with the ability to inspire, motivate and challenge colleagues with evidence of developing and applying original ideas and creating approaches successfully</td>
<td>Essential</td>
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<td>Excellent communication skills</td>
<td>Essential</td>
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<td>A thorough understanding of equality, diversity and inclusion and demonstrable ability to lead on this</td>
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The Faculty of Arts and Humanities is proud of its internationally recognised research excellence, dynamic research culture and the stimulating and imaginative learning experiences it makes possible for its students. The Faculty is fortunate to have a wonderful shared resource in the **Humanities Research Centre** housed in the award-winning Berrick Saul Building, and values both the quest for excellence and the collegiate life in all it undertakes.

In the last **Research Assessment Exercise**, 4 out of 8 of its departments were placed in the top 5 in the UK in their respective disciplines. In the 2017 Times Higher World University rankings, the Faculty was placed 7th in the UK, and 31st in the world.

### Departments and centres
- Archaeology
- English and Related Literature
- History
- History of Art
- Language and Linguistic Science
- Music
- Philosophy
- Theatre, Film and Television
- Centre for Medieval Studies
- Centre for Renaissance and Early Modern Studies
- Centre for Eighteenth-Century Studies
- Centre for Modern Studies

### Key information
(All information as at 1 December 2017 (unless otherwise stated))

<table>
<thead>
<tr>
<th>Category</th>
<th>Count/Amount</th>
</tr>
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<tbody>
<tr>
<td>Academic staff</td>
<td>221 (207FTE)</td>
</tr>
<tr>
<td>Support staff</td>
<td>113</td>
</tr>
<tr>
<td>Research staff</td>
<td>56</td>
</tr>
<tr>
<td>Teaching staff</td>
<td>85</td>
</tr>
<tr>
<td>Research income</td>
<td>£6.3m (2016/17 HSEA data)</td>
</tr>
<tr>
<td>PhD students</td>
<td>370 (330 fte)</td>
</tr>
<tr>
<td>Taught postgraduates</td>
<td>655 (585 fte)</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>3,270 (3270 fte)</td>
</tr>
</tbody>
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### Faculty boards
- Arts and Humanities Faculty Board
- Introduction to Faculty Boards
It is important that our new strategy is informed by principles. One place to start is with the principles which underpinned the foundation of the University - they seem as relevant today as they did in 1963:

- civic roots
- public good
- widening access
- inclusive community
- parity of research and teaching
- working across disciplines
- internationalism.

Given the complexity of the world around us we will also consider if we also need to adopt some additional principles such as sustainability and curiosity, underpinned by an ethos of collaboration and co-production with students and other stakeholder partners.

**Curiosity**

Fundamental to what we do is the search for, and transmission of, new knowledge at the highest levels of excellence. We must provide an environment where our research capacity is matched to ambitious projects. Our courses must nurture curiosity in our students, giving them the tools to question, investigate, challenge and explore. We must find the best ways to be and act as a university. It is crucial that curiosity is not driven out by the challenges that we face.

**Sustainability**

If we are to make effective progress towards carbon neutrality, sustainability must underpin and drive all our activities. This impacts particularly on the size and nature of the Campus: how we build and what we build. We must also emphasise sustainability through our research, teaching and partnerships. We must integrate a sustainable approach to community interactions and internationalisation.

**Civic role**

In order to fully demonstrate the value of our institution we need to become leaders in our locality and region. We need to play a key role in the economic, social and cultural development of our region and to co-curate solutions with our local and regional communities that can deliver inclusive and sustainable growth.

**Partnerships**

The University is not a set of buildings in a single place but the centre of a network of local, national and international relationships. We need to develop our mission through a range of institutions at local, regional and international level. We must think about how we build relationships through other education partners in the region to generate a more integrated sense of education and more variegated educational routes. We need to work with students and other stakeholders on co-design of teaching and research and think of the University as an open, not closed, community.
STRATEGY 2030 - OUR VISION FOR YORK

Interdisciplinarity
Whilst recognising the continued importance of disciplines we need to think about how we build on our reputation for interdisciplinary work in order to enhance our research and teaching. Interdisciplinarity should be at the core of what we do. Research and teaching needs an interdisciplinary approach to tackle global problems and to prepare students for an increasingly complex world. How can we ensure our ability to work creatively across disciplinary boundaries?

Integrated student experience
We will develop an integrated and holistic student experience that recognises that students wish to access higher education in a variety of ways. We need to expand the development of more innovative and flexible programmes that use technology to teach differently and to allow students to access HE through a range of routes and over a lifetime. We should think about the degree as a broader set of outcomes that include elements of sustainability, internationalism and employability. We should look at ways these can be integrated into the curriculum by developing elements that add value to everyone’s educational outcomes.

Developing people
We must develop all staff and students, whatever their roles and backgrounds, to their full potential. We must revisit and renew our commitment to inclusion so that it meets today’s social challenges. We must ensure that the University creates new opportunities for fulfilling ways of working and fair working conditions that enrich the lives of all those involved in our community.

Internationalism
Staff and students from York should be citizens of the world. Research and teaching need to be integrated into mutually beneficial international partnerships. We need to ensure that students receive an international education and that we develop new ways of delivering an international education that is compatible with our sustainability goals and is co-curated with international partners in a spirit of reciprocity and mutual respect.

Agility
We need to ensure that the way we organise ourselves fosters and enhances innovation and new ways of thinking so that we can respond effectively and rapidly to new intellectual challenges, the changing global market, and the demands and interests of students, funding bodies and wider society.

An interim version of the University’s Strategic Vision, which will be finalised by summer 2020, is available here. [https://features.york.ac.uk/vision-for-york/](https://features.york.ac.uk/vision-for-york/).
Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

**Opportunity for all**

Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

**Wellbeing and support**

Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. We have launched a new health and wellbeing plan with actions informed by our latest staff survey.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2020 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
THE UNIVERSITY

Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles – just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 8517
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 March 2020

What will I need?
- Your CV
- A cover letter outlining your motivation for application and how you meet the criteria for the role

You will also need details of 2 referees.

Help and assistance
Direct any informal queries to Paul Ellison (HR Recruitment Adviser) paul.ellison@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835