



Queen Mary
University of London

Humanities and Social Sciences

Dean of School

School of Business and Management



qmul.ac.uk

Welcome to Queen Mary University of London and the School of Business and Management

I am delighted that you are considering applying for the role of Dean in the School of Business and Management, and hope the information in this brochure will increase your interest in working with us.

Queen Mary is one of the UK's leading global universities, highly rated for its teaching and learning, research and innovation, and wide-ranging public engagement. We are a Russell Group University, situated in the heart of the East End of London, with a history dating back to 1785 and with staff and students from over 160 countries. We have a strong reputation for disciplinary and multi-disciplinary excellence, attracting world-leading staff, high-quality students and generating extensive relationships with local, national and international leading organisations.

The School of Business and Management (SBM) is the largest School in the Faculty of Humanities and Social Sciences at Queen Mary and is comprised of 1200 students at Undergraduate Level and 600 at Postgraduate Level. We are seeking an experienced and visionary leader to oversee an ambitious strategy to enhance further the School's world class reputation in Business and Management, maintain excellent teaching and further improve student experience, develop its key stakeholder relationships, and grow its international reputation and links.



The role of Dean of School provides an opportunity to work closely with the Vice-Principal for Humanities and Social Sciences as well as other senior members of the Faculty including the Dean for Education, Dean for Research, Heads of School, and Faculty Operating Officer to coordinate, promote, and implement Faculty-wide strategies.

Thank you for your interest and I wish you well in your application.

Professor Matthew Hilton

Vice-Principal and Executive Dean
Faculty of Humanities and Social Sciences



About us

The School has received substantial investment over recent years, both in response to strong demand for its taught programmes and in response to the rising calibre of its research outputs and impact. With close to 100 academic roles in the School, the University has now begun the work to design and build a new home for the School in a flagship building on the Mile End campus.

In addition to seeing year on year expansion in the numbers of and in its own programmes at both undergraduate and postgraduate levels, the School also contributes to many vibrant joint programmes, including some exciting new collaboration with Historic Royal Palaces and with the University of London Institute in Paris.

The School's strategy for 2020 is to be widely recognised as a world-leading, research-intensive management school focused on using social science for social change through its research and education. The School's vision is to promote social justice, sustainability and good governance in the management of private, public and voluntary organisations through its research and education. Located in east London, one of the most internationally and socially diverse localities in the world, with a highly international community of research academics enables the School to prepare diverse students to work in diverse workplaces. The School is committed to retaining its distinctive vision whilst undertaking the journey to AACSB accreditation.



Nicholas Hare Architects are working closely with senior staff in the School and the Faculty to design a scholarly yet inclusive new building for the School that will occupy a prime locale on the campus, and will provide purpose built teaching and learning spaces to support innovation in pedagogy.

With a budget of £62m, this will be the most significant building project on which the University has embarked in over a decade. The School's mission to foster self-reflection in its students and to engage widely with those in the private, public and third sectors to create and translate social science knowledge in service of our key values are embodied in the emerging designs for the building, with a community hub, multiple breakout areas, and social and quiet learning spaces threaded through the site.

The role

The Dean of School is the senior academic officer of the School of Business and Management, responsible for all aspects of its academic performance. Building on the School's significant success and strong foundations, the Dean of School will continue to deliver an ambitious strategy to enhance further its world class research activity, maintain excellent teaching and further improve student experience, develop the School's key stakeholder relationships, and grow its international reputation and links.

The Dean of School reports to the Vice-Principal and Executive Dean of the Faculty of Humanities and Social Sciences and is accountable for the academic and financial performance of the School. As the senior academic in the School, the appointee will lead in the implementation of the School's strategy and its contribution to meeting the Strategic Aims of the Faculty and of Queen Mary University of London. It is expected that the Dean of School will devote between 60-80% of full time hours across the year to the role with the balance devoted to academic activity within the incumbent's academic discipline. The position is based primarily at the Mile End campus.

The appointee will form close working relationships with other Heads of School in the Faculty and will liaise with other senior colleagues in the School, as appropriate, and with the Dean for Education and the Dean for Research to coordinate, promote and implement Faculty-wide strategies. The appointee will provide leadership, coaching and mentoring support, directly or via delegation, to all academic staff within the School. The post-holder is expected to support relevant Queen Mary policies and regulations with due regard to good financial, people and resource deployment. The appointee will be supported by a substantial professional services team within the School to implement initiatives and monitor indicators of progress.



The role

Overarching responsibilities

- Provide academic leadership of the School with respect to both knowledge creation and knowledge dissemination.
- Establish strategic objectives for the School in the light of Queen Mary's and the Faculty's strategic goals in consultation with colleagues, and establish and oversee mechanisms for the achievement of those objectives.
- Attract and retain staff of the highest calibre and ensure effective support for the career development of all staff within the School.
- Oversee the effective management of taught programmes and of research within the School.
- Ensure high ethical standards in all School activities.
- Ensure effective and efficient financial management of the School.



Key tasks and responsibilities

With the assistance of colleagues through a well-defined system of line-management and delegation:

- Promote and ensure high quality research within the School, and to contribute to effective research strategy planning.
- Promote the dissemination of expertise and knowledge derived from research activities.
- Promote and ensure the provision of a high quality education to all students within the School, including all aspects of teaching, support and assessment.
- Recruit the most able undergraduate and postgraduate students to the School.
- Identify and pursue opportunities for international collaborations in research and teaching personally and through clear leadership and coaching of the School's academic staff.
- Maximise income to the School from multiple sources to support research and the delivery of educational programmes at undergraduate and postgraduate level (including professional development provisions).
- Ensure that all resources, controlled by the School, are managed in accordance with Queen Mary financial regulations.
- Lead the School's contribution to the annual planning round.
- Advise and assist the Vice-Principal and Executive Dean (Humanities and Social Sciences) as required, on matters associated with the activities of the Faculty, and represent the Faculty, as requested, at meetings and events held outside the Faculty.
- Liaise with other senior members of the Faculty including Deans of School, the Dean for Taught Programmes and the Dean for Research and the Faculty Operating Officer.
- Ensure that the activities and practices of the School are fully compliant with health and safety regulations and that Queen Mary's equality and diversity policies are implemented and adhered to.
- Perform such other duties as may be agreed with the Vice-Principal and Executive Dean (Humanities and Social Sciences).

Selection criteria



Applications are invited from candidates with exceptional reputations in the social sciences, evidence of strategic vision, strong commitment to maintaining and developing a collegial learning community and proven strengths in academic leadership and management.

Experience, knowledge and qualifications

- Intellectual rigour and a distinguished record of achievement in research and education, and the academic standing to meet Queen Mary's criteria for a professorial appointment.
- Demonstrable evidence of leadership in an academic context and a proven ability to lead, develop and motivate colleagues to achieve goals.
- Experience of managing resources and risk effectively.
- Excellent organisational skills encompassing the ability to prioritise and balance workloads in the face of competing demands.
- Experience of creating a culture of high performance, collaboration and continuous improvement, and managing underperformance effectively.
- In-depth knowledge of the field of Business and Management and of the issues relating to research and taught programmes in UK higher education.
- An understanding of quality assurance and student administration.
- Evidence of managing change.
- Record of collaborative and inter-disciplinary working.

Leadership competencies

- Flair for spotting, creating and seizing opportunities for development and the ability to realise them.
- Ability to motivate, inspire and establish effective relationships with staff, students and other stakeholders, and a commitment to good internal and external communications.
- Decisiveness and a results orientation combined with a collegiate and inclusive approach and an ability to encourage participation, responsibility and accountability.
- Ability to provide effective leadership, including an awareness of the need for decision making at different organisational levels.
- Ability to delegate and evidence of working in successful teams.
- Good planning skills allied to well-developed analytical and problem solving skills.
- Ability to be persuasive and to promote a positive image of the School and enhance its reputation.
- Good listening, influencing and advocacy skills.

Personal characteristics

- Intellectual capacity and stamina to deal with a broad span of duties, ranging from strategy to administration, and the flexibility to balance internal and external demands.
- Self-sufficient with drive and determination.
- A leader as well as a good team player.
- Excellent interpersonal, presentation and communication skills with the presence and credibility to inspire confidence and engage with a wide range of audiences.
- High level of emotional intelligence with excellent all round judgement.
- Commitment to promoting diversity and equal opportunities.
- Personal commitment to the continued development and enhancement of Queen Mary's activities.

Appointment process

Perrett Laver, the appointed advisors of Queen Mary, are conducting an executive search exercise alongside the public advertisement of the post. Perrett Laver will support the Interview Panel in the discharge of its duties, both to assist in the assessment of the candidates against the requirements for the role and to identify the widest possible field of qualified candidates.

Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specification. Applications should be uploaded via the website at <https://candidates.perrettlaver.com/vacancies> quoting reference number **3841**. The closing date for applications is 12:00 noon on Friday 23 November 2018.

Applicants are asked to provide daytime and evening contact details. Perrett Laver will conduct preliminary interviews with longlisted candidates. Shortlisted candidates will be invited to visit the University for a day of information gathering and discussions with a number of key groups and individuals. The formal interviews are expected to take place in the week beginning 28 January 2019.





Queen Mary
University of London



8-10 Great George Street, London SW1P 3AE
T: +44 (0) 20 7340 6200
F: +44 (0) 20 7340 6201
E: london@perrettlaver.com
www.perrettlaver.com

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