**College of Biomedical and Life Sciences**

**Dean for Education & Students**

The Dean for Education and Students will be responsible and accountable to the Pro Vice-Chancellor, Student Experience & Academic Standards and the Pro Vice –Chancellor, Head of College. The Dean will provide academic leadership, within the framework of the University’s overall strategy, policies and procedures, for the quality of the student experience, academic standards, programmes of study, student satisfaction, student voice and graduate employability relating to taught programmes of study within the College. The Dean will work closely and effectively with academic schools within the College and with the wider College team. The Dean for Education and Students will be a member of the Biomedical and Life Sciences College Board.

The Dean will work with the Pro Vice-Chancellor for Student Experience & Academic Standards to deliver on the education strategy of the University. The Dean will work effectively with other Education Deans and professional service leads across the University, contributing to institutional-level activities which may include leading on a strategic theme or project, as well as participating in discussions around the development and implementation of the strategy. Key aspects of the role include:

1. Supporting academic schools within the College to develop and deliver education action plans that are aligned to the institutional strategy;
2. Contributing to the development and delivery of the University education strategy, including leading on themes / projects;
3. Promoting the development of learning and teaching, including their quality and enhancement;
4. Assuring the quality of the student experience across at the College, including National Student Survey and other measures of student satisfaction;
5. Student representation and student voice, including liaison with the Students’ Union and student academic representatives;
6. Strategic oversight of of the portfolio of taught programmes within the College, including but not limited to undertaking annual and periodic reviews of the portfolio to ensure it meets the University standards;
7. The implementation of the University’s processes for programme approval and review within the College and its Schools, and strategic oversight of accreditation by professional and statutory bodies  where appropriate;
8. The implementation of the University’s assessment processes and frameworks within the College and Schools, ensuring they promote high academic standards and maintain the quality of the Cardiff University degree;
9. The implementation of the University’s widening access activities within the College and Schools;
10. Ensuring full and active engagement of the College with the University’s student employability and skills activities, including the successful accreditation by relevant professional and statutory bodies of its provision; and leadership of curricular and extra-curricular developments to improve student employability within the College;
11. Identifying and supporting opportunities for cross-School and cross-College collaboration in taught programmes.

**Key Competencies, Capabilities and Experience**

* Strong academic track record in teaching / leading teaching developments
* Proven track record of scholarship / research activity
* Awareness and understanding of pedagogical research
* Proven track record of working to develop the Student Experience
* Demonstrable experience of academic leadership with the ability to think strategically and engender a shared vision
* A proven track record of building effective and productive internal and external working relationships
* Involvement with relevant professional communities
* A good understanding of current activities being undertaken within learning, teaching and the wider educational offer at the University, and opportunities / requirements for the future
* A good understanding of developments within teaching and the student experience within Higher Education, across a range of subject disciplines

**Attributes and Skills**

* Proven capabilities as a team leader with the ability to inspire and motivate others
* Good negotiating skills, flexibility and open mindedness
* Inclusive and collegial management style able to establish relationships across a wide spectrum of stakeholders including colleagues, students and external groups
* Initiative, judgement, decision making and change management
* Excellent oral and written communication skills, networking and team building