

Job detail

(Overview, role detail and person specification)

Dean of College – Arts and Social Sciences

Reports to: BUB President



BRITISH
UNIVERSITY OF
BAHRAIN
SEEK KNOWLEDGE



University of
Salford
MANCHESTER



Overview

The British University of Bahrain was established in 2018 in partnership with the University of Salford, Manchester. We bring the best of British Higher Education to the Kingdom of Bahrain and all the associated quality, standards and history of excellence in research and teaching. We have three Colleges: the College of Arts and Social Sciences, the College of Business and Law, and the College of Engineering and Technology. Our aim is to produce independent, rounded, industry ready graduates with the latest knowledge and transferable skills to equip them for our ever-evolving working world.

The Dean of College of Arts and Social Sciences will perform a critical role within the British University of Bahrain (BUB) ensuring that the quality standards defined by the University of Salford are developed and maintained. The Dean will lead on developing the undergraduate, postgraduate and executive education developments for BUB.

The Dean will take the leading role in driving the College forward, supporting BUB's mission and strategic objectives, and taking a leadership role in engaging with industry and professional bodies in the region.

Main Purpose of the Role

The Dean of College will:

- Provide outstanding leadership and manage the human and physical resources of the College
- Grow the College to a financially sustainable size with an excellent reputation
- Work closely with colleagues in developing BUB's environment and culture
- Take a lead in ensuring there is innovative curriculum development
- Facilitate and contribute to the College research culture
- Promote the active engagement of staff with all the University's stakeholders including public bodies, industry, schools, colleges, alumni and the community
- Ensure the quality standards, as defined by the University of Salford, are developed and maintained.



Responsibilities

- To lead the College staff and to foster effective team working
- To provide strategic leadership to the College in the areas of teaching, research and wider engagement
- To undertake effective performance management of the senior academic staff within the College
- To oversee the effective deployment of staff resources within the College
- To oversee any visiting Salford staff, or any Salford staff based at the British University of Bahrain
- To have overall responsibility for the formulation and implementation of College academic and business plans, and to ensure that these are aligned with the strategic objectives of the University
- To develop teaching, research and engagement within the College in accordance with the strategies agreed by BUB Senior Management
- To ensure adherence to the University's approved quality assurance and enhancement policies and procedures across the College
- To engage proactively with professional bodies in the international arena and seek accreditation and recognition of College programmes
- To ensure the optimum student experience
- To ensure the highest levels of conversion of applicants and progression of students at undergraduate and postgraduate
- To identify and take advantage of trends and opportunities that will benefit the College
- To ensure that the standards of the University's awards are maintained
- To work collaboratively both internally and with staff at the University of Salford to ensure the best academic experience for the students
- To liaise with external organizations to raise the profile of the College and the British University of Bahrain



- Represent the College and the University externally as appropriate
- To participate effectively and collegiately as a member of the College and University Management Teams
- To participate in College and University projects and initiatives as directed
- To participate as a senior University manager in the operation of the University's policies and procedures, e.g. hearing grievances and disciplinary cases

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Please note that all staff are occasionally expected to work weekends and outside of normal office hours



Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1.	A PhD in Psychology or Graphic Design from a recognised UK HEI	E	A
2.	Masters and Undergraduate degrees in a cognate area from a recognised UK HEI	E	A
3.	Senior Fellow of HEA	D	A

Experience & Knowledge

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
4.	Minimum 5 years' experience of College/Head of Department level leadership	E	A
5.	A demonstrable record of excellent management of projects, people and resources	E	I
6.	Experience of transnational higher-education provision	E	I
7.	An understanding of current UK Quality Assurance processes	E	I
8.	Experience of developing and implementing University-wide policies and strategies	D	I

Skills and competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
9.	Personal credibility, in a relevant academic field and the ability to gain confidence and trust at all levels	E	I
10.	Strong leadership, with a calming and reassuring style and the ability to influence and motivate teams to deliver	E	I
11.	Advanced networking skills and the ability to build effective relationships	E	I
12.	Excellent communication and presentation skills	E	I
13.	Proficient use of ICT (VLE, Teams, Sharepoint etc)	E	I

A = Application form, I = Interview, P = Presentation, T = Test

Details of any assessments required will be provided in the invitation to interview letter.