**Faculty of Humanities**

**Vice Dean Social Responsibility**

**Overall purpose**:

The Vice Dean for Social Responsibility will be responsible for leading the further development and ongoing implementation of the Faculty of Humanities’ strategies for social responsibility, equality and diversity and environmental sustainability and academic staff development in accordance with the University’s overall strategy. The post holder will be responsible for ensuring that the Faculty delivers on its goals in relation to these areas.

The post-holder will be the Faculty lead for Goal Three/Social Responsibility and will work with School Directors to deliver the Faculty’s distinctive contribution to this agenda, in particular taking a lead on the signature programmes of Addressing Inequalities and the Ethical Grand Challenges initiative for students. The post-holder will work closely with the University’s AVP for Social Responsibility and Director of Social Responsibility.

The post-holder will be a member of the Faculty Senior Management Team and the Dean’s Advisory Group and will interact extensively with other members of both teams, including Heads of Schools, Heads of Faculty Functions, other Vice Deans and Associate Deans.

There will be responsibilities on a University-wide basis, in conjunction with the Vice Deans with similar responsibilities in other faculties, and with the relevant directorates.

The post will be for a period of 3 years in the first instance. The post will carry a 60% workload adjustment. The person appointed will continue to hold their substantive appointment and will revert to this following their period as Vice Dean. There is an additional allowance of £12,656 per annum paid to the post holder on top of the salary for their substantive post.

**Responsible to**: Faculty Vice-President and Dean

**Key Duties and Responsibilities:**

* **Strategy** - Work with the Dean, the Faculty Senior Management Team, Schools and the central Social Responsibility Governance Group to ensure that the Faculty’s Social Responsibility strategy is aligned with the University’s overall strategy and is embedded in academic practice. The post holder will be responsible for development, implementation and management of the strategy, and for managing the activity of Faculty Social Responsibility investments, including Multilingual Manchester and the Ahmed Iqbal Ullah Race Relations Resource Centre.
* **Research** – In conjunction with the Vice Dean for Research and Associate Dean for PGR, to encourage and publicise research, including postgraduate research, that addresses the key social, economic or environmental challenges and to encourage staff to be involved in policy development at local, national and global scales. This includes managing the activity of key faculty initiatives including Policy@Manchester; the Joseph Rowntree Inclusive Growth Analysis Unit and the Ardwick Anchor project.
* **Public Engagement** - To lead on developing the public understanding of humanities and engagement of the local community in the work of the Faculty. In conjunction with the Vice Dean for Research and the Associate Dean for Business Engagement, to develop the Faculty’s contribution to Devo Manc.
* **Education** - In conjunction with the Vice Dean for Teaching, Learning and Students, to ensure that the Faculty meets the University’s target of training socially responsible graduates through participation in the Ethical Grand Challenges and provision of educational and volunteering opportunities. To support initiatives intended to widen participation and to support these students in terms of attainment and employability.
* **Management** - To be a member of the senior academic team responsible for advising the Dean on the general management of the Faculty. This will involve membership of Dean’s Advisory Group, the Humanities Policy and Resources Committee, and the Senior Management Team. Also to chair or be a member of appropriate University and Faculty groups and committees and to represent the Vice-President & Dean within the University and externally.
* **Communications and Marketing** – Working closely with the Head of Communications and Marketing to support the delivery of a strategy which supports the promotion of the Faculty and its Schools to all external audiences, including through the media. This includes responsibility for ensuring a coordinated and strategic approach to the delivery of web and digital activities as Chair of the Faculty Web Board.
* **Equality and Diversity**– In partnership with the Faculty Head of HR and in conjunction with the Dean and the Dean’s Advisory Group, oversee the Faculty’s commitment to equality and diversity in our workforce and to develop policies and actions that will ensure this. This includes working with Faculty Head of HR to support any working group responsible for obtaining ECU accreditation for work in this area.
* **Sustainability** – To ensure that the Faculty plays a full role in meeting the University’s Sustainability and Biodiversity targets.
* **Alumni** – In conjunction with the Dean, to devise means to encourage Humanities alumni to give time, expertise and/or financial support to our research and our students.
* **Academic staff development**
* Working withthe Faculty Head of HR and the Learning and Development Unit to identify and prioritise academic staff learning and development interventions and opportunities.
* Overseeing the Academic Co-ordinators of the Humanities New Academics Programme in the development, delivery and review of the programme in accordance with strategic requirements and those for accreditation by the Higher Education Academy.
* On behalf of the Vice-President and Dean, chairing the Faculty Promotions Committee responsible for considering cases for promotion to Senior Lecturer and Reader.
* In collaboration with the Faculty Head of HR developing a Faculty action plan in response to the results of the biennial staff survey results and reporting on progress against those actions to the HR Sub-Committee on a biannual basis.

**Person Specification**

The post-holder must be a senior academic member of the Faculty of Humanities (Senior lecturer and above) and must possess the following experience, skills, knowledge and qualities:

* The ability to articulate and make practical a clear vision of the Social Responsibility strategy and ambitions of the University and Faculty.
* A successful record of undertaking academic administrative roles at School, Faculty or University level.
* Proven academic leadership and management skills.
* An understanding of engagement issues internally across the full range of the Faculty’s academic disciplines and externally both regionally and nationally.
* Ideally, a successful track record of developing engagement or related activities.
* The ability to represent the University in an effective manner in dealing with external organisations.
* A genuine personal commitment to the aims of the Social Responsibility agenda.
* A commitment to, and good understanding of, equality and diversity in employment.
* An interest in, and a commitment to, staff development and engagement.

March 2017