Vice-Dean for Social Responsibility
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty of Humanities
Job description**

**Overall purpose**:

The Vice-Dean for Social Responsibility will be responsible for leading and delivering the Faculty’s strategic objectives for Social Responsibility, Equality, Diversity and Inclusion (EDI), and Civic Engagement, in accordance with the University’s [*Our Future*](https://www.manchester.ac.uk/discover/vision/) strategy. Working in partnership with the Vice-President for Social Responsibility, the Vice-President for Regional Innovation and Civic Engagement, and the Directors of Social Responsibility and EDI in Schools and centrally, the post-holder will pro-actively work with School leads to deliver the Faculty’s distinctive contribution to these agendas.

The post-holder will be a member of the Faculty’s Leadership Team (FLT) and will interact extensively with other members of School, Faculty and University leadership, including Vice-Deans and Heads of Schools, Heads of Faculty function areas, and 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 three 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**: Vice-President and Dean of Humanities

**Key Duties and Responsibilities:**

* **Social Responsibility** - Work with the Vice-President and Dean, the Faculty Leadership 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 driving forward the development, implementation and management of the strategy.
* **Equality, Diversity and Inclusion** - Working with Schools, central EDI Directorate and People and Organisational Development, ensure the effective development and delivery of the Faculty’s EDI strategy to be embedded as a core function of the Faculty.
* **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 working close partnership with the Policy@Manchester team.
* **Civic Engagement** - To lead on the Faculty’s response to the [civic engagement](https://www.manchester.ac.uk/discover/social-responsibility/civic/) agenda, ensuring our commitment to civic engagement can be seen in our research, teaching & learning and policies, and to develop the public understanding of humanities.
* **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.
* **Leadership and management** - To be a member of the Faculty Leadership Team (FLT) responsible for advising the Vice-President and Dean on the general management of the Faculty. The post-holder will also Chair Faculty groups supporting the Social Responsibility and EDI agenda (i.e, Humanities SR Operations group, Faculty EDI Committee), and represent the Faculty on University level groups and committees (including, but not limited to, Social Responsibility Governance Group and EDI Committee).
* **Sustainability** – To ensure that the Faculty plays a full role in supporting, promoting and meeting the University’s environmental sustainability objectives and targets, working cohesively with the University Environmental Sustainability team.
* **Alumni** – In conjunction with the Vice-President and Dean, to devise a means to encourage Humanities alumni to give time, expertise and/or financial support to our research and our students.

**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 develop and articulate a clear vision for the Social Responsibility, Equality, Diversity and Inclusion (EDI), and Civic Engagement strategies and ambitions of the University and Faculty.
* A successful record of undertaking an academic leadership role with proven leadership and management skills.
* Demonstrable ability to translate strategy into tangible operational objectives.
* An understanding of engagement issues internally across the full range of the Faculty’s academic disciplines and externally both regionally and nationally.
* The ability to represent the University in an effective manner when dealing with external organisations.
* A genuine personal commitment to the aims of the Social Responsibility, Equality, Diversity and Inclusion (EDI), and Civic Engagement agendas.
* A commitment to, and good understanding of, equality, diversity and inclusion in employment and issues relating to students, including outcomes and profile.