Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic)
Applicant Information Pack

Closing date: Thursday 7th May 2015
Selection Events: Sunday 17th - Tuesday 19th May 2015
Introduction

The University of Chester is proud of its reputation as a successful new university, with a long history, starting in 1839, of scholarship and learning. It is an open community welcoming people regardless of social backgrounds and is innovative in translating scholarship into practical life-changing outputs. Chester is a broad based, teaching led, research informed University, with a caring and supportive culture. Through cooperation, we seek to make a significant contribution to the communities that we support building on our 175-year-old tradition of service to society.

It has also staked a claim as a leader in a number of key areas of innovation, in particular around work based learning and collaboration with industry in the translation of applied research and for its willingness to progress in key areas of applied research such as food security, energy and the support of manufacturing industry with new forms of collaboration and commercial enterprise. The University is developing its international student activities vigorously.

Following a period of analysis, reflection and extensive consultation, we have committed to a new Strategic Plan to 2020, an ambitious agenda setting the direction for our next phase of development. You will have the opportunity to join a talented and highly motivated team, focused on realising our vision of an inspiring place of learning and scholarship that transforms lives. We put students at the heart of the University, meeting their changing expectations and enhancing the way we work with our students. We value all staff and support them to excel and focus on excellence and quality. We are enhancing research quality and impact. We have growing external partnerships to support teaching and learning, research and student employability underpinned by financial sustainability.

It is a wonderful place to work, and I feel very privileged to be the current steward and custodian of its traditions and values. We have committed colleagues who seek to realise this vision. I hope that you find the prospect of being part of this team inspiring and have the ambition to help us deliver it.

Canon Professor Timothy Wheeler DL
Vice-Chancellor
Our Mission, Vision and Core Values

The University of Chester, while celebrating and benefiting from our long history and traditions, is a modern, dynamic and enterprising institution, whose activities are underpinned by a series of core values that help to define our mission and our identity.

Mission

The University was established by the Church of England in 1839 and, within an open and inclusive and supportive environment guided by Christian values of honesty, integrity and respect for all, we seek to provide our students and staff with the education, training, skills and motivation to enable them to develop as individuals and have lives of service in the communities within which they live and work. This Mission, which has helped shape our development and diversification, continues to inform our future planning and enrichment as a University institution.

Vision

At the heart of the University’s vision is our commitment to: ensuring a rewarding student learning experience; developing the expertise of our staff; teaching excellence; and our growing research and scholarly profile. Fundamental to these ideals and aspirations is the positive impact that the University has on the lives of our students, our staff and our community, all of which underpin the institution’s significant and growing contribution to the region and beyond. In valuing and celebrating our long history and traditions, the University remains modern, dynamic and enterprising in its approach to developing new opportunities. In particular, we are committed to engendering a sense of pride and shared ownership in all those associated with us and with what we do.

Core Values

In continuing the expression of the University’s Christian foundation and pursuit of honesty, integrity and respect for all, these core values help define our identity:

- The pursuit of excellence and innovation
- A distinctive student experience
- Partnership and community
- Inclusiveness and responsibility
- A supportive culture and environment
- A caring foundation
Some key facts about the University of Chester

- The University has been making history since 1839, when it was founded by such pioneers as the great 19th-century prime ministers William Gladstone and the Earl of Derby and a former Archbishop of Canterbury.

- It is one of the oldest English higher education establishments of any kind, pre-dating all but Oxford, Cambridge, London and Durham, and its original buildings in the ancient city of Chester were the first in the country to be purpose built for the professional training of teachers.

- The institution was granted its own taught degree awarding powers in 2003 and research degree awarding powers in 2007. We were granted University title in 2005.

- We have over 18,000 students from the UK and overseas and 477 course combinations.

- The University has several campuses in Chester, one at Thornton Science Park and another at Warrington, in addition to NHS sites on the Wirral and in Crewe and Macclesfield.

- Associate Colleges include, the Isle of Man College; Reaseheath College; West Cheshire College.

- Today, our Faculties include: Arts and Media; Business and Management; Education and Children’s Services; Health and Social Care; Medicine & Dentistry; Humanities, Science & Engineering, and Social Science.

- The University Centre Shrewsbury is a small and exciting new venture that will offer first class undergraduate education within Shropshire.

- The University generates a total investment of £298 million per year for Cheshire, Warrington, Wirral and North East Wales and supports an extensive number and range of jobs across the region.

- Our graduates are consistently among the most employable in the North West year on year, and are often at the forefront of the region’s figures for graduate employability.

- The University was awarded the Investors in People Gold Award in spring 2014.

- Volunteering is one of the cornerstones of University life at Chester. Over the past year more than 29,551 hours of voluntary work were contributed by students and staff to the community.
Our campuses

The University has a long and distinguished history of academic excellence and community involvement. Established in 1839 as a Diocesan training college, the University is one of the longest established English higher education institutions.

The University’s main campus is located on a 32-acre site on Parkgate Road, a short distance from Chester city centre. Based at the other end of the city are the University’s magnificent Riverside Campus and the recently acquired prestigious Queen’s Park Campus. A short distance out of the city centre is the University’s Kingsway Campus whilst a few miles away, the 66-acre Thornton Science Park is now a major research and innovation hub and offers a unique blend of industry, innovation and academia.

Chester is a modern and contemporary city, rich in history and culture. One of eight world famous British heritage cities, Chester welcomes over eight million tourists each year with a wide variety of attractions. Less than an hour from Manchester and Liverpool and just a two hour direct train journey to London, it is close to the beautiful Welsh coast and mountains. The ancient Roman walls still surround Chester’s city centre, which along with the renowned Cathedral, Eastgate Clock and Roman Amphitheatre, demonstrate its 2000 year old heritage.

The Warrington campus enjoys a range of multi-professional partnerships within both the public sector and the media world. The 30-acre campus is home to the North West Media Centre, Warrington School of Management, the Public Services Group and the Department of Sport and Community Engagement.

Warrington is situated at the heart of the North West region half an hour from the cities of Chester, Liverpool and Manchester. The geographical location of Warrington has enabled the development of a strong local economy over the last 40 to 50 years with new housing and business development. Warrington is becoming increasingly well known for its innovative and diverse schedule of events and performance, including live concerts, theatre, variety shows, cabaret and comedy and is home to the Warrington Wolves rugby league club one of the premier teams in Europe.
A distinctive student experience

We are committed to providing rich and stimulating intellectual learning environments in which students can achieve their full potential. Supported by relevant, purposeful curricula, personalised learning experiences and cutting-edge learning technologies, our students are recognised nationally and internationally because they have high ethical standards and respect for others and they demonstrate a range of attributes including knowledge and critical thinking; leadership, initiative and teamwork and effective communication skills. We are consistently ranked amongst the top universities in the North West for graduate employability.

Achieving success through our people

As an ‘Employer of Choice’ and achiever of the Investors in People Gold Award, the University recognises that its key to success is the talent and commitment of its 1,600 employees. We seek to recruit the highest calibre of staff and to recognise and reward their efforts in helping the University achieve its corporate objectives. We offer a diverse and inclusive working community and encourage engagement and wellbeing.

Staff combine their considerable talents and experience to achieve excellence in many fields and make the University an enriching and supportive place to study. Our research portfolio contains both work that is at the leading edge of its subject discipline and research which brings about changes to policy, practice and services which benefit the economic, social and cultural well-being of our region and the wider community.
The numbers at a glance
Financial Results 2013-2014

<table>
<thead>
<tr>
<th>Income:</th>
<th>Expenditure:</th>
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<tbody>
<tr>
<td>Funding Council grants</td>
<td>Staff costs</td>
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<tr>
<td>£15,349,137</td>
<td>£54,452,625</td>
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<tr>
<td>Tuition fees and support</td>
<td>Other operating costs</td>
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<tr>
<td>grants</td>
<td>£34,294,183</td>
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<tr>
<td>£72,535,589</td>
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<tr>
<td>Research grants and</td>
<td>Depreciation</td>
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<tr>
<td>contracts</td>
<td>£4,355,739</td>
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<tr>
<td>£801,345</td>
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<tr>
<td>Other operating income</td>
<td>Interest payable</td>
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<tr>
<td>£15,662,745</td>
<td>£2,176,919</td>
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<tr>
<td>Interest receivable</td>
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<td>£115,547</td>
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<tr>
<td>Total Income</td>
<td>Total Expenditure</td>
</tr>
<tr>
<td>£104,464,363</td>
<td>£95,279,466</td>
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The Role of Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic)

Reporting to and working closely with the Vice-Chancellor, you will have oversight of the effective delivery of the University’s academic programme, including promoting and enhancing the core academic mission of pursuing excellence in learning, teaching and research, and encouraging academic connectivity and wider engagement with external partners.

Inspiring confidence from the academic and professional staff and student community, the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor will support the ethos and ambitions of the University and work across the institution to make these a reality.

Our Senior Leadership Team is structured as follows:
The role of Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor is of key strategic importance to the University, and supports an increasing focus by the Vice-Chancellor on external key areas of national and international projects, as well as responding to the significant opportunities and challenges for the University as it realises key projects.

In liaison with the Vice-Chancellor and reporting directly to him, you will have oversight of the effective delivery of the University’s academic strategy, including promoting and enhancing the core academic mission of excellence in teaching, learning and research, and encouraging academic connectivity and wider engagement with external partners.

As a member of the Senior Management Team, you will have the following line management responsibilities:

The Senior Leadership Team reports to the Vice-Chancellor. You will work closely with the Vice-Chancellor and other senior managers, members of Senate, and other University committees and the Students’ Union, deputising for the Vice-Chancellor as required and leading a number of senior committees and work streams.

The successful candidate will be an experienced academic leader with a proven record of accomplishment in high-quality teaching and research, well able to deliver significant programmes of improvement and change against agreed aims and values.
Job Purpose

This is an exceptionally challenging and rewarding role, with a broad range of responsibilities. These fall into the three broad areas set out below:

Firstly, the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) will champion, develop and oversee implementation of the University’s academic portfolio and research strategy.

Secondly, in order to realise these objectives, the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) has management responsibility for the eight academic deans that lead our academic provision and thus will work closely with all of the academic departments of the University.

Finally, the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) has a number of additional responsibilities that naturally belong with a position at this senior level. The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) is part of the Senior Management Team of the University, which leads on the development of strategic direction and policy for the institution and its constituent parts. The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) has further responsibilities which include membership and/or leadership of a number of University committees, representation of the University externally, and leading strategic reviews and projects of institutional importance. The post holder will deputise for the Vice-Chancellor from time to time, for example:

- Act on behalf of the Vice-Chancellor across a range of delegated internal and external matters.
- Lead delivery in a number of key areas of institutional delivery, member of committees including, but not confined to: Academic Titles Committee, TRAC Cost & Pricing Group.
- Deputise as Chair for the University’s Senior Management and Leadership Teams on a rotational basis with the Vice-Chancellor and other Senior Pro-Vice-Chancellors, in line with agreed aims and priorities.
- In conjunction with other leadership colleagues, develop activities that strengthen and increase the University’s income stream to ensure investment for growth.
Main duties and responsibilities

Strategic Leadership of the Academic Portfolio and Research Profile

- Contributing to the strategic management of the University with a particular brief to consider the effects of any policies on the academic portfolio.
- Be accountable for the development, dissemination and implementation of the University’s academic development and operational plan, and strengthening our reputation for teaching excellence.
- Take a lead role in the delivery of the Corporate Plan and in the development of the University Strategic Plan 2015–2020.
- Work closely with Pro-Vice-Chancellors and Services Directors to develop and promote excellence and collaboration in all University activity and strong student engagement.
- Work with Pro-Vice-Chancellors to develop and deliver Research and Teaching strategies, including procedures for Teaching Quality Assurance and Enhancement; and to ensure high standards in Research activity throughout the organisation.
- Be accountable for the strategic oversight of faculties, graduate school and the research and knowledge transfer directorate.
- The external brief of the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) includes membership of a number of regional and industry bodies, Cheshire and Warrington LEP, and liaison with statutory and professional regulatory bodies, such as Ofsted, NMC and HPC.
- Work collaboratively with external educational networks to influence policy and secure opportunities for innovation in teaching, learning and research. This includes building on and extending partnerships and collaborations with other higher education institutions, research institutions, Government and industry partners, as agreed with the Vice-Chancellor.
- Nationally the post holder is expected to keep abreast of and shape relevant developments in the Higher Education sector as they apply to the development of academic disciplines and research.
Managerial Responsibilities for Deans of Faculty

The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) has responsibility for the leadership and management of the nine Deans that have line management of eight faculties and research and knowledge transfer. There are nine senior managers currently reporting directly to the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic): Executive Dean of Research and Knowledge Transfer, Executive Dean of Arts & Media, Executive Dean of Business and Management, Executive Dean of Education & Children’s Services, Executive Dean of Health & Social Care, Executive Dean of Humanities, Executive Dean of Medicine, Dentistry and Clinical Sciences, Executive Dean of Science & Engineering and Executive Dean of Social Science.

The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) will work closely with the relevant Service Directors, leading and directing specific academic services grouped around the themes of academic strategy, engagement and external affairs as follows to sustain, promote and develop the work of:

- Eight Academic Faculties
- Research and Knowledge Transfer Directorate.
- The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) will ensure there is a strong academic steer into service delivery across all areas of Support Services.

Responsibilities as part of the Senior Management Team

The Senior Management Team, led by the Vice-Chancellor, is responsible for matters relating to the strategy, leadership and management of the University and consideration of policy issues and new initiatives.

The Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic) will attend meetings of the University’s Governing Council and is a member of Senate, the Senior Management and Leadership Teams. The role-holder will also participate in the strategic planning processes of the University.

The role also has a significant committee portfolio that changes over time. The following are currently chaired by the Deputy Vice-Chancellor/Senior Pro-Vice-Chancellor (Academic)

- The Deans’ Group
- Number of ad hoc “Task and Finish” groups

Together with other senior managers, ensure that equality and diversity is integral to the University strategy, culture and community, creating teams of the greatest diversity and encouraging creative and diverse approaches.
Other Duties

Finally, the post holder may be required to undertake such other duties commensurate with the nature and level of the post as directed by the Vice-Chancellor. This may include the chairing of Appointment Panels, Appeals and Grievances Hearings as well as a wide variety of ad hoc ‘Task and Finish’ groups and strategic reviews.

Responsibilities of Office

This role is a permanent appointment subject to a probationary period. The University dates from 1839 and is an Anglican Foundation. Candidates who are in active membership of a church recognised within Churches Together in England & Wales will be designated as Deputy Vice-Chancellor. Those that do not meet this genuine occupational requirement will be designated as Senior Pro-Vice-Chancellor. The terms and conditions are identical.

Senior Pro-Vice-Chancellors are appointed by Council on the recommendation of the Vice-Chancellor. The portfolio of responsibilities as Senior Pro-Vice-Chancellor are for an initial period of up to three years, at which time the duties will be reviewed and changed by mutual agreement as may be necessary from time to time for operational reasons.

The post holder will also hold the role of Professor of the University.
Application Details

For an informal discussion about this post please contact Professor Tim Wheeler, Vice-Chancellor (telephone +44 1244 511000 or email: vc@chester.ac.uk).

Please enclose with your application:

- a full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements, budgets and staff managed, and latest remuneration including any benefits;
- a succinct covering note of not more than 2 pages (total) summarising your proven ability related to the role and person specifications;
- the completed Application Form (quoting reference number HR14307) and equal opportunities form. The University is an equal opportunities employer and applications from all groups are warmly welcomed.

Short listed candidates will be invited to a two-day interview process and an informal visit to the University can be arranged prior to application or formal selection.

Applications should be sent by email to VC@chester.ac.uk

Alternatively, they may be sent by post, marked Confidential DVC Application to: Adrian Lee, The University Secretary, University of Chester, Parkgate Road Chester, CH1 4BJ.

CLOSING DATE

The closing date for applications is 17:00 on 7th May 2015.

SHORTLISTING

Candidates can expect to hear whether they will be taken forward for interview on or before the 11th May 2015.

Prior to interview shortlisted candidates will be asked to complete an online SHL OPQ test.

SELECTION EVENT

On the evening of the 17th May 2015 shortlisted candidates will be invited to dinner with members of the University Council and the Senior Management Team.

On 18th May candidates will be met by colleagues from HRM & Payroll Services to enable the appropriate proof of identity and qualifications checks to be carried out. Thereafter, candidates will meet with members of SMT, SLT, Executive Deans and Directors and Heads of Department.

Candidates will also be asked to deliver a presentation to Executive Deans of Faculty and Heads of Department on the topic of “Contemporary developments in higher education”.

Formal interviews for those candidates selected to go through to round 2 will be held on 19th May 2015.

REFERENCES

References will be taken up for all shortlisted candidates prior to the selection event unless candidates have indicated on their Application Form that they do not wish for us to do so unless a formal offer of employment is to be made.
REMUNERATION

Remuneration for Deputy Vice-Chancellors/Senior Pro-Vice-Chancellors reflects their seniority within the University and their academic standing. The successful candidate will be remunerated within the Senior Management salary range, £100K to £120K dependent on qualifications and experience. The salary of the post comes under the jurisdiction of the Senior Salaries Committee, which is chaired by a Senior Member of Council with regard to conditions, benefits and any annual reviews.

ROLE SPECIFIC BENEFITS

Commensurate with the seniority of this post, a generous removal/relocation expenses package is available, subject to the terms of the scheme. The post-holder will be provided with the appropriate personal mobile equipment (e.g. iPhone, iPad/laptop) to enable flexible working across and beyond campuses. The role also attracts appropriate research and administrative support.

RESIDENCE REQUIREMENT

It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOLIDAY ENTITLEMENT

35 days per annum (pro-rata during the commencement and cessation years) plus 8 bank/public holidays in addition to up to 3 discretionary closure days during the Christmas vacation period.

MEDICAL EXAMINATION

The successful candidate will be required to complete an Occupational Health Questionnaire and will also be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of identity and qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM & Payroll Services.

PENSION SCHEME

All academic staff are enrolled in the Teachers’ Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

DISCLOSURE AND BARRING SERVICE CHECK

The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check before an appointment can be made.
EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a ‘No-Smoking’ policy.

PROBATIONARY PERIOD

A twelve month probationary period applies to all senior posts.

CLOSING DATE

The closing date for applications is 17:00 on 7 May 2015. Candidates can expect to hear whether they will be taken forward for interview on or before the 11th May 2015.

Your Application Form should be accompanied by a full CV and a covering letter addressing the criteria in the Person Specification and stating your aspirations for the role.
## PERSON SPECIFICATION

**Job Title:** Deputy Vice-Chancellor/ Senior Pro-Vice-Chancellor  
**Department:** Vice-Chancellor’s Office

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<thead>
<tr>
<th>Criteria</th>
<th>Essential/Desirable</th>
<th>Method of identification</th>
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<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>Professorial or equivalent standing, with a research reputation and profile commensurate with a senior academic leadership role which commands respect among the academic community.</td>
<td>Essential</td>
<td>Application Form, copy of Certificates and Interview</td>
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<td><strong>Proven Experience:</strong></td>
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<td>Breadth and depth of Higher Education experience necessary to deputise for the Vice-Chancellor or other academic members of the Senior Management Team on a wide variety of issues.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Demonstrably successful leadership and management experience at a senior academic level in a University. This could be at the level of Head of Department, Dean or other similar post.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<td>Proven and current ability to contribute to institutional policy development across all the major issues facing the University.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<td>Demonstrable knowledge of and passion for learning, teaching and research issues in higher education.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<td>Proven track record of leading and managing organisational change and driving excellent performance within an academic community.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<td><strong>Delivering academic and service excellence:</strong></td>
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<tr>
<td>Evidence of inspirational leadership and management skills, including a commitment to high performance and continuous improvement.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<td>Excellent written and oral communication skills, including crafting complex messages for diverse stakeholders.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Proven and current ability to understand the major concerns of all the academic disciplines represented in the University.</td>
<td>Desirable</td>
<td>Interview</td>
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<tr>
<td>Proven current ability to chair major University Committees in an effective and efficient manner.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td><strong>Managing self and inspiring others:</strong></td>
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<tr>
<td>Proven and current ability to provide strong academic leadership and vision, to enthuse and inspire, promoting excellence in learning, teaching and research, and creating an environment in which these can flourish.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Excellent interpersonal and influencing skills including the ability to communicate a clear vision to a wide range of audiences in a variety of media.</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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| **Working together:** |
| Proven and current ability to develop and maintain strong networks within the University with a wide range of stakeholders including: students particularly the student sabbatical officers; senior professional services staff, academics and the Senior Management Team. | Essential | Application Form and Interview |
| Proven track record of energetic and creative collaborative working to influence and drive innovation throughout the University. | Essential | Application Form and Interview |

| **Organisational and stakeholder awareness:** |
| Demonstrable ability to represent the University’s interests in policy debates at local, regional and national level. | Essential | Interview |
| Proven and current ability to represent the University to the outside world, including the media, the local authority, the funding council etc. on matters relevant to the brief. | Essential | Interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Method of identification** is where the selection panel will match the candidate’s skills and abilities to the required criteria outlined (i.e. application form, interview, test).