

JOB DESCRIPTION

REFERENCE NUMBER: AP564

JOB TITLE: Dean: Department of Health Sciences

LOCATION: East London, Eastern Cape

BACKGROUND TO POSITION: The main purpose of the position of a Dean of a Faculty is to:

- Provide intellectual and academic leadership within the faculty.
- Be responsible for the overall academic, research and administrative management of the entire faculty.
- Ensure programmes offered by the Faculty comply with institutional and national regulatory frameworks (e.g. CHE; SAQA; Professional bodies; DHET PQM) and are academically and financially viable.
- Take overall responsibility for improving and enhancing research activities, funding and outputs of the Faculty.
- Provide leadership in facilitating the integration of community engagement with teaching, learning and research.
- Serve on various committees representing the Faculty, including the Senate; and Chairs the Faculty board and committees.
- Take responsibility for ensuring the Faculty is compliant with all University and Faculty rules, policies and procedures.
- Propose an appropriate budget and takes responsibility for its disbursement; raise funding for Faculty initiatives and ensures the financial sustainability and growth of the Faculty.
- Take responsibility for the strategic management of the faculty in accordance within the University strategic plan and includes networking and management of processes and people and the associated administration.
- Assume responsibility for the optimal provision and deployment of human resources in the Faculty; overseeing staffing matters including the

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development, performance appraisal and discipline of staff; and serve as line manager to Heads of Departments, Schools or Centres in the Faculty.

- Oversee the requisition and provision of adequate physical space, equipment, consumables, security, maintenance and library resources required by the Faculty.
- Produce Faculty strategic, operational and other plans and reports timeously and submit as requested by University structures.
- Provide leadership in positioning the Faculty regionally, nationally and internationally with regard to research, teaching and learning, and community interaction, while achieving prudent financial management.
- Perform any other functions delegated to him/her by the Deputy Vice-Chancellor and the Vice-Chancellor

KEY PERFORMANCE AREAS:

Oversight of faculty programmes and all teaching and learning activities and outputs

- Overall planning, development, renewal and changing of academic programs to ensure meaningful academic outcomes, quality, effectiveness and financial viability
- Ensure the necessary approvals are obtained from internal and external structures for delivery of programmes
- Ensure admission of students with a reasonable potential for success
- Optimise the throughput rate of undergraduate and postgraduate students to meet targets; provide support programmes
- The Faculty Board and its committees for learning and teaching, research and higher degrees, quality, etc. meet regularly and function effectively.

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- External assessment/review (in a cycle as determined by policy) of departments/programmes in the faculty take place as required

Research, innovation and commercialization of knowledge

- Establishing a sound culture of research, innovation and commercialisation in the faculty; Initiating and promoting ethically accountable research of quality
- Increase research output to meet/exceed institutional and national targets; and increase the research productive staff base of the Faculty;
- Identify, develop and support research niche or focus areas in the Faculty; manage the faculty's overall research portfolio by disseminating research and recognizing and rewarding excellence in research
- Attracting research funding to the Faculty; supervising the management of internal and external funding for financing research and the discharge of responsibilities in this regard;
- Approving or recommending research contracts within delegated competence. Meet targets for research contracts.
- Providing mentoring, role models and support programmes to help establish young researchers.

Strategic and operational Faculty plans and reports

- Develop Faculty strategic, operational and other plans in consultation with key stakeholders in alignment with University plans.
- Providing specific information which does not exist on the central Database of the University, but which is required from time to time for the overall management of the University;
- Periodic reporting on the activities and outputs of the faculty (teaching &

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learning, research, community engagement; staff and student activities, achievements, financial, etc.)

Staff Management

- Maintaining accepted performance standards and ensuring the fulfilment of the service conditions and work agreements of all staff within the faculty;
- Fostering and maintaining sound personal and professional relationships among the members of staff and between staff and students and with external bodies;
- Developing the expertise of staff through overseeing implementation of professional development plans; increase proportion of academic staff with doctoral degrees to meet national targets 4.4
Drawing up and updating a staff plan; implementing employment equity plans and the goals associated with it;
- Taking appropriate disciplinary action when necessary; being involved appropriately in labour relations matters, disciplinary procedures and grievances, and referring them where necessary;
- Submitting recommendations on top performers in the faculty; and the promotion of staff to the
- decision-making body concerned
- Ensuring vacant posts are filled; proposing changes to staff structure where necessary
- Oversee management and administration of all human resources matters

Financial management and budgeting

- Managing all funds and income generated and available in the faculty
- Drawing up the Faculty budget, updating the business plan and financial plan for the faculty with regard to all income (income streams and funds, of which the annual budget forms a part
- Attracting third-stream income for the faculty
- Assigning income and funds to the

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appropriate structures within the faculty, and monitoring their use effectively and regularly;

- Managing and controlling the annual budget;
- Formulating proposals for the fees and materials for the various academic programs;
- Considering, prioritizing and recommending applications for funding (projects on research programmes, partnerships, etc.)

Infrastructure and other assets

- Maintaining and updating the Faculty asset register
- Requisitioning infrastructure and other needs timeously to the appropriate structures and offices

Students

- Recruiting and retaining new students in accordance with the DHET approved enrolment plan of the University;
- Welcoming new students and ensuring orientation is offered;
- Ensuring student success rates as per University and national targets;
- Creating and maintaining effective communication with students and supporting their participation in appropriate Faculty structures

Generic Responsibilities

- The Dean is a member of Senate and of the Executive Committee of
- Senate (Senex). The Dean may also be elected to one or more of the standing committees of Senate, Council; or Management Committees
- The Dean is the chairperson and chief executive authority of the Faculty Board and of the Faculty Committees of the Faculty Board. The Dean carries final responsibility for delegated management decisions for which the faculty has power of disposal;

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- The Dean reports to the DVC as line manager; and is accountable to the DVC
- The Dean may delegate functions in accordance with the University governance structures and in terms of an approved framework for
- delegation;
- The Dean concludes a performance agreement with the DVC according to which performance is measured;
- The Dean has managerial authority over all staff in the faculty in terms of policy approved by Senate and Council. This managerial authority is exercised through Heads of Departments/Directors/Managers for the improvement of the faculty's performance with regard to the strategic management indicators.

Other Duties

- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

INHERENT CRITERIA:

- Doctoral degree in a discipline/specialisation relevant to the Faculty
- Minimum of 7 years of experience in higher education with at least 5 years of senior academic management and administration experience
- Eligibility for appointment at Associate Professor/ Full Professor
- Substantial academic stature and a successful ongoing track record of excellence in research, postgraduate supervision and teaching (undergraduate and postgraduate) commensurate with the academic rank level

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

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To apply please forward your application quoting reference number **AP564** to Genevieve Michel c/o Deanhealth@talenting.co.za