OLLSCOIL TEICNEOLAÍOCHTA
BHAILE ÁTHA CLIATH

DUBLIN

TECHNOLOGICAL
UNIVERSITY DUBLIN

Candidate Brief for the position of:

Faculty Dean of Digital & Data*

(5 Years Fixed-Term Wholetime subject to renewal on one occasion to a maximum of 10 years)

Reference 327/2020

Recruiting Difference; Reflecting Diversity

Infinite Possibilities

* Indicative Title which will be confirmed during Phase 2 of the Organisation Design Strategy and Implementation Project

TU Dublin at a glance

The new University – formed by the integration of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) into a single organisation.

- Ireland's largest university with over 28,000 Students

- Over 3,000 International Students

- Over 3,000 staff members of academic, administrative and support staff

- Annual budget circa €200 Million

- Only University in Ireland to offer programmes from Level 6 to Level 10 on the national qualifications framework

- Over 150 Sports & Student Societies

- Over 1,000 Research Community

- 3 Incubation Centres

For further detail, please see http://www.tudublin.ie/

TU Dublin – A New University for A Changing Ireland

TU Dublin is Ireland's first Technological University - an exciting new milestone in Irish Higher Education. With campuses in Dublin City, Tallaght and Blanchardstown, it spans the largest population centres of Ireland's capital city. Building on the rich heritage of its founding organisations - DIT, IT Blanchardstown and IT Tallaght – TU Dublin will be inclusive and adaptable, creating educational opportunities for students at all stages of their lives.

Academic excellence in science, the arts, business, engineering and technology converge in TU Dublin to create the leaders of tomorrow. Our 28,500 students learn in a practice-based environment informed by the latest research and enabled by technological advances, with pathways to graduation from Apprenticeship to PhD.

Our thriving research community is engaged in applying innovation and technology to solve the world's most pressing challenges, collaborating with our national and international academic partners and our many networks in industry and civic society.

Dedicated staff offer an inclusive and welcoming learning experience and TU Dublin students develop as socially responsible, open-minded global thinkers who are ambitious to change the world for the better. As graduates, they will be enterprising and daring in all their endeavours, ready to play their part in transforming the future.

The Opportunity:
Established on the 1st January 2019, Technological University Dublin represents a significant step-change in the Higher Education landscape of Ireland. Building on the excellence of its three founding institutions, TU Dublin is the result of a shared vision and a collaborative journey towards building an internationally renowned Technological University.

Now, more than the sum of its parts, this exciting new University has the opportunity to have real impact. Known for academic excellence that is practice-based and research-informed, TU Dublin will engage with regional, national and global constituencies through research, innovation and enterprise. The University will deliver meaningful outcomes across the wider socio-economic environment by addressing challenges that have technological, economic and societal import.

In setting out to achieve its vision, TU Dublin aims to do so in a way that is collaborative and inclusive, but also dynamic and pioneering. Guided by values of integrity and openness, it will be daring and proactive, confident that both the University and its students have the potential to make a real difference - in the Dublin region and in the wider world.

The unique breadth of programme offerings in TU Dublin, combined with close engagement with industry and the professions, means that the experiential model of taught programme delivery, ranging from Apprenticeships through to Masters programmes, is second to none. Research Masters and PhD programmes play a role in establishing new knowledge and insights, while industry-based research degrees further inform the educational mission.

In the Irish University landscape, the distinguishing feature of TU Dublin is its ability to leverage its industry engagement across all levels of teaching and research, enhancing the learning experience and driving the academic reputation.

Challenges:
Although a very new University, TU Dublin already has depth, reputation and the richness of the traditions of its founder institutions. These will form the scaffolding for the new institution, while the integration of policies, procedures and operational processes takes place internally. In tandem with this, a significant campaign of external stakeholder engagement is required to introduce TU Dublin to a wide range of audiences. This must include industry and policy-makers; alumni and prospective students; state bodies and not-for-profit NGO's; as well as academia in Ireland and globally. It must also include the wider Irish public. The objective must be to create an understanding of what is now a new University model in Ireland, but one that has produced exemplary Technological Universities throughout Europe, Australia, New Zealand and North America.

Scale:
The significant scale of TU Dublin serves to emphasise its importance in the Higher Education landscape in Ireland. With 28,500 students and a dedicated staff of 3,500, it is probably already the largest university in the country. As a degree-awarding body, TU Dublin attracts students at Level 6 through to Level 10 on the National Framework of Qualifications. Aiming to be inclusive and diverse, TU Dublin welcomes students of all nationalities and backgrounds. Currently 20% of students in the University were born outside of Ireland, while 15% have come through non-standard routes. An educational 'ladder' system enables students to enter and exit at the level that best suits their preparedness for higher education. This system provides students with the best opportunity to achieve their full potential. Many students who begin their studies at Level 6 gain in confidence and are encouraged to progress further than they originally believed they could.

Campus locations:
As a new University TU Dublin is very well served by its three main campuses, spanning the most highly populated areas of the Ireland's capital city.

The Blanchardstown Campus, just 13 km to the northwest of the city centre, was established twenty years ago. Academic and recreational facilities serving over 3,500 students are of a very high standard, including bespoke areas for early childhood studies; horticulture; sports management; and business incubation. The new 'Connect' building, officially opened by An Taoiseach earlier this year, includes both staff offices and student facilities, and further development of the campus is planned.

The Tallaght Campus is situated 12 kms southwest of the city centre. Currently serving a full-time student population of over 5000, the campus has strong and growing part-time student numbers attending a wide range of evening programmes aimed at professional upskilling. Close links have been established with the surrounding community and local industry, while the extensive grounds provide ample room for sporting activity for students and local clubs. Plans are well advanced for the construction of a new facility for Engineering programmes to be in place within the next three years.

In Dublin City centre, 20,000 TU Dublin students are based in a number of locations in the heart of the city. However, development of new flagship campus at Grangegorman in the north inner city is well advanced. The biggest educational project of its kind in Europe, the Grangegorman Campus is located on an exceptional 73-acre city centre site. The original 19th century buildings at the heart of the site have been beautifully restored and are now in use for students and staff. Two new Quads

under construction, comprising 52,000 sq.ms, will welcome 10,000 students and 1000 members of staff in September 2020. The facilities in the East Quad (16,500 sq.ms) will include a 400-seat concert hall, recital rooms and exhibitions spaces that will showcase the work of over 3000 students of music, drama, media and the visual arts. The 35,000sq m. Central Quad will include state-of-the-art laboratories for a range of science disciplines; kitchens and training restaurant for culinary arts and hospitality; and some of the largest teaching spaces on the campus, including a 250-seat lecture theatre. The next phase of construction will commence in mid-2020 and will deliver the West Quad to accommodate 5000 students of Business, and the Academic Hub which will see the development of an iconic library building incorporating ancillary facilities. A final phase will see the development of additional research capacity and the remaining disciplines, predominate

Job Description

Overview:
The Dean is the academic leader of the Faculty and is responsible for its effective leadership, management, performance and development within the framework of the University's mission and strategic direction.   Within the Faculty, the Dean will ensure an effective transition to the new organisation design and for embedding the University's commitments towards creating equitable and inclusive cultures, in line with the Athena Swan principles.

Reporting to the Deputy President & University Registrar, the Dean will be the Faculty's leading representative across the internal University community and external network and hold responsibility for developing the Faculty's stakeholder relationships in a manner which is most likely to lead to the successful development of the Faculty and its Schools. The Dean will work closely with the Heads of Schools to support them in delivering upon the strategic ambitions of their School.

As a full member of the University Executive Team, the Dean will work with the President and the rest of the Executive to develop and implement University policy and to progress the University's long term aims and objectives. As part of the executive function, the Dean will have responsibility for leading a University-wide portfolio which will be assigned on appointment. These portfolios include:

- Practice-based skills and learning
- Widening Participation
- Regional Remit
- Digital Futures - Data and Digital Evolution
- Student Entrepreneurship – curriculum enhancement and integration with innovation centres

Objectives of a Pan-University Role:
- Senior ownership to drive forward strategic priorities and related accountability
- Signify strategic priorities for the University

Activities to be conducted:

Whilst there will be specific activities that will be conducted for each area of responsibility, each Pan-University responsibility is expected to:

- Have the Dean champion the Pan-University responsibility at the University Level
- Set a Pan-University strategy and corresponding implementation plan
- Monitor the performance and effectiveness of actions against the implementation plan and update/iterate the plan accordingly
- Identify opportunities for collaboration across schools and faculties and support staff work across faculties, schools and services

Key responsibilities:

University Leadership

- To make an active contribution to delivering on the University mission and share responsibility for evolving the overall University strategy as a member University Executive Team
- To represent and promote the interests of the University internally and externally
- To contribute to building a culture of respect, trust, collaboration, understanding, shared accountability and purpose across TU Dublin
- To work with and report to the University Governing body on performance against the Strategic Plan targets
- Assist the President in driving the University's efforts in discharging its legal obligations as set out in the Technological Universities Act 2018

Academic Leadership

- To lead, manage and develop the Faculty's focus on the achievement of excellence in teaching and research nationally and internationally
- To support activities to maximise the economic, social and cultural impact teaching, learning and research conducted within the faculty
- To deliver on the regional remit and social commitments of the Faculty across the campuses within which it operates
- To strengthen the Faculty's interdisciplinary links across the University by liaising, on behalf of the Faculty, with other Deans, where appropriate, and Professional Service Heads to initiate and develop taught programmes, research programmes and develop international, national and regional links which span other Institutions and/or Services
- Support Heads of School identify and deliver on opportunities from collaboration
- To ensure the delivery and ongoing development of the curriculum including cross Faculty initiatives (in accordance with the quality assurance framework of the University) with responsibility for the development and delivery of appropriate strategies for teaching, learning and assessment.

Strategic Planning

- To take responsibility for the development and promotion of a clear sustainable strategic vision for the Faculty's future development, in line with the University Strategy
- To prepare a multi-annual Faculty Plan which is consistent with the University's Strategy and, following approval, implement, monitor and report on the delivery of the plan. This will include input to the Annual Operating Statement and Policy Statements

- To identify priorities for strategic investment and meet the educational and research needs of business, charities, industry and public services so as to develop additional income streams for the Faculty and the University
- To identify trends in the disciplines across the faculty, recommending potential opportunities for the schools to expand or reduce existing programme capability and capacity and introduce new programmes to meet future demands for teaching, learning and research
- To identify opportunities to growth the faculty's international presence and student numbers
- To monitor and report on the Faculty's performance against its strategic objective to the Executive Team.

People Management
- To line manage direct reports and others as appropriate
- To lead, manage and ensure the development of all staff of the Faculty, including the determination of arrangements for, and monitoring of, staff development and performance review
- To make recommendations to the President on the appointment of Heads of School and Associate Deans within the Faculty and ensure the effective induction of Heads of School and Associate Deans
- To oversee the development of effective mechanisms for the assignment of equitable staff workloads
- To develop a broad academic home for the schools that make up the Faculty and build a community for support and academic staff working within the Faculty.

Operations
- To ensure the development and implementation of appropriate University policies
- To support Schools develop partnership agreements with corporate service functions
- To work with schools and corporate service functions to ensure staff are held accountable for delivering against objectives.
- To facilitate operational collaboration and the sharing of resources and best practice across schools, where appropriate
- To review Faculty processes and ways of working on a periodic basis to identify potential ways to improve.

Governance
- To ensure that the activities of the Faculty are undertaken in accordance with the governance, policy and regulatory frameworks of the University
- To represent the Faculty as a member of the University Executive Team and other Committees, Working Groups of the University as required
- To chair/serve on relevant University Boards, Committees and Working Groups as required.

Financial Management
- To be responsible for the effective financial planning and management of the Faculty and the effective allocation of roles, responsibilities and resources at the Faculty level on a multi-annual planning cycle
- To work with Heads of Schools within the Faculty to ensure Schools comply with University financial standards and frameworks
- To promote and ensure effective coordination of Faculty, School and Research Hub bids for external funding and encourage revenue enhancement through income generation.

Marketing and Communications
- To represent and promote the interests of the Faculty within the University and in external arenas both nationally and internationally
- To develop effective internal and external mechanisms which ensure the provision of effective channels of communication for staff, students and other stakeholders appropriate to an open, consultative institution.

Health and Safety
- Work with Safety, Health and Wellbeing to ensure, at the level of the Faculty, that the safety, health and wellbeing of staff, students and visitors is in accordance with University requirements.

General
- To produce management and other reports as required
- To undertake any other activities assigned from time to time by the President or the Deputy President & University Registrar.

In undertaking these responsibilities, the Dean will be able to delegate specific tasks to other individuals but not ultimate accountability for these tasks.

Person Specification

Technology University Dublin is committed to being a fully inclusive University which actively recruits, supports and retains staff from all sectors of society. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the community they represent. We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of race, sex, ethnicity, religion, nationality, sexual orientation, age, disability, gender identity, marital status/civil partnership, pregnancy and maternity, as well as being open to flexible working practices.

During the recruitment and section process, candidates will be expected to demonstrate an appropriate mix of knowledge, experience and skills described below. For shortlisting purposes, candidates will be expected to demonstrate the degree to which they meet both the essential and desirable criteria set out below.

Personal Attributes:
- A strong sense of alignment with the University's vision and values.
- Commitment to respect and dignity for all including a commitment to the University's inclusion, diversity and equality agenda, together with the ability to work positively with staff and students from a diverse range of backgrounds.

Essential:
- A relevant PhD or equivalent professional qualification
- A minimum of 5 years' experience in a leadership/management role appropriate to a higher education environment
- A minimum 5 years demonstrated experience in strategic and business planning, financial management and governance and in leading effective change in these areas
- A track record, demonstrated over a minimum of 5 years, of conducting either research or scholarship in a discipline appropriate to the work of the Faculty
- A track record, demonstrated over a minimum of 3 years, with external agencies and stakeholders, both nationally and internationally
- Demonstrated ability to successfully lead, motivate and manage multi-skilled staff groups and to build effective teams and network
- Demonstrated ability to contribute fully to management and development of a higher education institute
- Demonstrable experience of leadership in advancing gender equality
- A record of promotion/developing new methodologies in teaching & learning

Desirable:
- Pan-institutional experience and knowledge of issues affecting higher education in a senior management role
- Membership of appropriate representative and/or professional bodies

Other requirements for the role:
- Excellent interpersonal skills and experience of communicating effectively with a wide variety of stakeholders
- Excellent verbal and written communication skills, including negotiation skills, presentation skills, and report writing

Eligibility to compete

Former Public Service employees:

Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)

- Department of Health and Children Circular (7/2010)

- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with the Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

Tenure:	This post is offered on a fixed term wholetime basis for a period of 5 years subject to renewal on one occasion to a maximum of 10 years Such an extension will be at the discretion of the President, subject to agreement between the appointee and the President.
Location:	The post will be based at one of the TU Dublin Campuses i.e. Grangegorman, Blanchardstown or Tallaght. The location of this post may vary at the discretion of the President.
Salary:	This post is aligned to the Director salary i.e. €154,521 @ 1 October 2020. Remuneration may be adjusted from time to time in line with Government pay policy.
Hours of work:	A 37-hour working week is in operation. This can be reviewed by collective agreement, with the Minister for Education & Skills. Having regard to the nature of the work, attendance outside these hours may be required from time-to-time.
Probation:	The terms of the University's Staff Induction policy and Probation procedure may apply.
Annual leave:	Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 30 days per annum this is inclusive of the University closure days.
Retirement:	This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment. Applicants should note that they may be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.
Sick Leave:	The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Education & Skills.

Application Process

Applications will be accepted through the online application service at www.tudublin.ie/vacancies. A CV and cover letter will be required in addition to the application form. All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

Shortlisting will take place on the basis of information received in the application, so candidates are asked to address how they meet the role requirements outlined above.

Closing Date

The closing date for applications is **5pm on Friday 15th January 2021. Late applications will not be accepted.**

It is anticipated that interviews for this post will take place on week beginning **1st March 2021.**   Due to the current global pandemic of Covid-19 interviews will be conducted remotely.

Contact information

For further information about this post or the application process please contact: Ciara.loughran@tudublin.ie.

Appeals

If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the Resourcing Manager (referred to as HR Management throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the Appeal Form to HR Management. The completed Appeal Form must be submitted no later than 5 working days of the date upon which written notification to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent. Further details in relation to the University's Recruitment, Selection & Appointment Policy, including details in relation to the Appeals Procedure, can be found at the following link: Recruitment, Selection & Appointment (HRP008)

Further information for Candidates

- Canvassing will automatically disqualify.
- Late applications will not be accepted. You will not be able to submit an application on the online system once the deadline is passed. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing time.
- You may only submit one application per competition. Should you have any issues with your submission, please contact Ciara Loughran at ciara.loughran@tudublin.ie..
- TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information provided clearly and fully describes how you satisfy the essential, desirable, and any of the other role requirements set out in the Person Specification. It is important to ensure that your application clearly demonstrates that you hold the qualifications, knowledge and experience required for the role.
- It is University policy to seek two written references which are to the satisfaction of TU Dublin from your referees, one of whom must be your current or most recent employer. Candidates are advised to please ensure the nominated referees are aware of this requirement.
- TU Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community
- TU Dublin operates a policy of Garda Vetting & Disclosure of Criminal Convictions. All applicants will be asked to disclose criminal convictions and will undergo Garda Vetting as part of the selection process.
- Persons recommended for appointment to a whole-time position within the University are required to furnish:
    - a satisfactory Health Certificate from a medical practitioner nominated by the University;
    - as evidence of age, a certified extract from a Public Register of Birth;
    - a passport (if a passport is not currently held, a birth certificate and a form of photographic identification is required);
    - Proof of PPS Number (e.g. social services card);
    - Qualifications: the successful candidate will be required to submit parchments of Degrees, Diplomas, Certificates and other professional qualifications

Guidance on completing your Application

"*Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University's mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts*"

Recruitment, Selection and Appointment Policy

1. In accordance to TU Dublin's commitment to equality of opportunity for all job applicants, if you have a disability that prevents the use of the online system, will be supported in your application and HR will send you an application pack. You are asked to request any reasonable accommodation in sufficient time to ensure you can participate fully in the process.

2. In order to make a valid application for the post advertised, you must complete all sections of the Application form and you must also submit a CV. In relation to Academic or Research posts, unless otherwise directed in this document, you should limit the number of publications/attachments to a maximum of three.

3. In Section E of the application form, you are asked to provide the details of two referees. If we contact your referees (following interview) they will be given a copy of the job description for the post and the requirements of the role and in this context, they will be asked to comment on your professional work/ability and on your character. TU Dublin also reserves the right to contact referees directly.

4. In the supporting statement, at Section F, you have the opportunity to highlight particular skills, competencies, achievements and personal qualities to support your application. This section carries a word limit of 2,000 characters including spaces. You should adhere to this word limit if you choose to submit this statement by uploading a word document.

5. For further information regarding TU Dublin please log onto https://www.tudublin.ie/