



## JOB DESCRIPTION

<b>Job Title</b>	<b>Dean of Campus (Nottingham)</b>
<b>Reporting to</b>	Chief Academic Officer
<b>Grade</b>	Tactical Leadership
<b>Unit</b>	Campus Dean
<b>Location</b>	Nottingham Campus

### About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Nottingham, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

### The role

The Dean of Campus at OBC Nottingham holds a crucial role, reporting directly to the Chief Academic Officer (CAO), who, in turn, reports directly to the Executive Principal. Responsibilities include translating the shared vision into actionable steps, aligning with objectives set by the Executive Principal & Managing Director, & overseeing modernisation & construction projects to enhance the staff & student experience. Ensuring smooth & effective running of the campus, the Dean provides strategic leadership across campus operations, driving cultural & organisational change, with a focus on the student & staff experience. Emphasising a commitment to safety & well-being, the Dean actively implements measures for the campus community. Operating within a framework of servant leadership, the Dean manages campus operations & academic affairs, maintaining governance structures & leading committees. In alignment with the CAO's broader responsibilities, the Dean ensures excellence in research, teaching, & knowledge transfer, managing the financial health & sustainability of the campus. Upholding the highest standards of integrity, objectivity, & honesty, the Dean fosters an adaptable campus environment to meet future demands in the education sector. Talent management involves attracting, developing, & retaining diverse individuals & building positive relationships with external stakeholders locally, nationally, & internationally. The Dean enhances student inclusion, encourages healthy & productive student living, & stimulates academic attainment, fostering a culture of skill development. Active participation & involvement from all students will be encouraged, & the Dean will work closely with local communities & key stakeholders to attract & admit quality students. The Dean will support audits & inspections, serving as the campus contact point & quality nominee for accreditation & awarding bodies. Collaborating with colleagues in partner institutions & external partners in line with strategic objectives to comply with regulators' requirements is vital. Additionally, the Dean contributes to the development of staff capacity through coaching & other appropriate means, participates in the development & review of academic policies & procedures, & leads the implementation of institutional policies & regulatory frameworks. Regular reporting to the relevant board & undertaking other duties reasonably required by the CAO, Executive Principal, or Managing Director completes the multifaceted responsibilities inherent in this leadership position.

## Strategic Responsibilities

- Set a compelling vision & strategic direction for the college campus.
- Lead the strategic development of the campus, aligning with objectives set by the Executive Principal & Managing Director.
- Strategically oversee the modernisation/ construction of estates & related operations for enhancing staff & student experience.
- With a focus on the student & staff experience, provide strategic leadership & vision across campus operations.
- Drive cultural & organisational change impacting academic provisions within the campus.
- Cultivate local partnerships with essential stakeholders within the campus & surrounding communities to advance the broader mission of the college.
- Ensure the health & safety of the campus community by taking on the responsibility of implementing & maintaining necessary measures.
- Exemplify servant leadership within the campus community.
- Line manage campus operations & collaborate in managing academic affairs.
- Take primary responsibility for implementing agreed-upon objectives.
- Maintain robust governance structures, leadership teams, & provide effective leadership for the campus.
- Chair various committees to facilitate communication & decision-making.
- Ensure excellence in research, teaching, & knowledge transfer at the campus level.
- Manage the College funds in accordance with delegated authority within the financial regulations, including authorisation of payments.
- Establish & maintain transparent & effective communication channels.
- Uphold the highest standards of integrity, objectivity, & honesty.
- Ensure the campus is adaptable to meet future demands in the education sector.
- Attract, develop, & retain talented individuals for a diverse student & staff body.
- Build positive relationships with key external stakeholders, including university partners, government bodies, industrial partners, & international entities.
- Represent & promote the college locally, nationally, & internationally.
- Enhance student inclusion & engagement while encouraging healthy & productive campus activities.
- Stimulate academic attainment & foster a culture of skill development among students.
- Encourage active participation & involvement from all students.
- Work closely with local communities & key stakeholders to attract & admit quality students.
- Support audits & inspections, serving as the campus contact point & quality nominee for accreditation & awarding bodies for the site.
- Work closely with colleagues in partner institutions & external partners in line with strategic objectives to comply with regulators' requirements.
- Lead on the recruitment, retention & succession planning of campus staff.
- Develop the capacity of staff through coaching & other appropriate means.
- Develop & review academic policies & procedures, ensuring their implementation by academic staff.
- Lead the development & implementation of institutional policies & regulatory frameworks.
- Facilitate &/ or regulatory data returns, including to key regulatory/official bodies.
- Attend & chair relevant committee(s) & report regularly to the relevant board.
- Undertake any other duties reasonably required by the Chief Academic Officer, Executive Principal, or Managing Director.

The ideal candidate should be available during busy periods & weekends as needed, particularly during intake times. Please note that annual leave is generally not permitted during these periods. Some restrictions on annual leave also exist during other peak times, e.g., January/February, April/May, & September/October. Since the Nottingham campus is open 7 days a week, the Dean is expected to work during weekends on some instances as well.

## PERSON SPECIFICATIONS

### TRAINING & EDUCATIONS

#### Essential

- A postgraduate qualification in a pertinent field of study, encompassing but not limited to education, business administration, or a closely aligned discipline, or a commensurate level of practical experience, is required.

#### Desirable

- Holding Senior (SFHEA) or Principal (PFHEA) fellowship of Advance HE (formerly known as HEA).
- A PhD or Doctorate in a relevant field of study, such as education, business administration, or a related discipline.

### EXPERIENCE

#### Essential

- Demonstrated leadership & management experience on enhancing student & staff experience across campus operations.
- Demonstrated track record in achieving high B3 statistics & NSS results for an HEI.
- Strong understanding of the Higher Education landscape in the UK, including comprehensive knowledge of relevant policies, regulations & compliance standards.

#### Desirable

- Experience in overseeing modernisation & construction projects to enhance campus facilities.
- Hands-on experience of emerging technical & digital innovation (e.g. AI).
- Experience of working in a similar role for another private higher education establishment.

### SKILLS & KNOWLEDGE

#### Essential

- Strong leadership skills & experience in motivating, empowering, & inspiring individuals & teams to achieve common goals.
- Demonstrated ability to manage & motivate a diverse staff body while fostering a culture of inclusion & belonging.
- Strong problem-solving & analytical skills to identify & resolve complex issues related to academic programmes, teaching & learning, & student development.
- Excellent financial understanding for managing the campus's financial health & sustainability.
- Strong verbal & written communication skills, including the ability to present complex information clearly & effectively.

### BEHAVOURAL SKILLS

#### Essential

- Commitment to a student-centred approach to education, emphasising holistic student development & personalised learning support.
- Strong leadership qualities to effectively manage a team of professionals, including the ability to inspire & motivate.
- Capacity to adapt to changing circumstances & priorities in a fast-paced academic environment.
- High ethical standards & a commitment to maintaining the integrity of academic records & processes.
- Resilience & adaptability to manage the demands of a busy & challenging role.
- A role model for college's core values, which underpin our vision, mission & strategy.