DESCRIPTION OF RESPONSIBILITIES

Job Title:	Vice-Dean for Research and Knowledge Exchange
School/ Department / Unit:	School of Performing & Digital Arts
Job type	Three year fixed term appointment (renewable)
Grade:	As per academic grade, with allowance
Accountable to:	Executive Dean of School
Accountable for:	Leadership of Research and Knowledge Exchange across the School through matrix management

Purpose of the Post

The Vice-Dean for Research and Knowledge Exchange is a senior leadership role in the School and a member of the College's Research and Knowledge Exchange leadership team.

Reporting to the Executive Dean the role works closely with the Senior Vice Principal and alongside other School Executive members to support the delivery of the school and college strategy.

The Vice-Dean is responsible for leading the Research and Knowledge Exchange portfolio across the school (and where appropriate across the college) and for ensuring excellent outcomes and consistency in provision.

Key Tasks

Leadership beyond the School

- Support the Senior Vice Principal in the development of plans, policies, and initiatives to enhance the College's Research and Knowledge Exchange capabilities.
- Represent the School on the College Research and Knowledge Exchange Committee and other Committees as appropriate;
- Develop relationships with external partners, funders and supporters
- Lead the preparations in the School for any future Research Excellence Framework exercise
- Responsible for the production and maintenance of impact case studies and research impact evidence;
- Support efforts to improve College returns to HE-BCI and KEF and support development of KEC
- Act as the School's primary point of contact for Royal Holloway's Marketing and Comms Teams for providing information about appropriate research news stories, and liaising with Research and Innovation as appropriate

- Ensure that the School's research is publicised and disseminated to foster interdisciplinary work, including development of the School's webpages concerning research activity.

Creating an enabling infrastructure
- Articulate and support the research culture in the School, through the development and implementation of the School research and knowledge exchange strategy in line with College strategy and priorities
- Promote and support a culture in which Knowledge Exchange is integrated into the academic environment. This may involve strengthening partnerships with other schools, interdisciplinary collaboration, and external agencies (both academic and non-academic
- Implement the College's processes for recording developing impact case studies, and directing resources to the maturing of the most promising case studies.
- Work with Catalyst Directors to link up and develop School and Catalyst research and KE strengths.
- Work with the directors of research centres and institutes within the School to agree priorities
- Disseminate information about College strategies, policies, procedures and training opportunities related to research as appropriate
- Develop the School's Doctoral Programme, connecting this with the School's Research and Knowledge Exchange Environment
- Coordinate School based research seminars, colloquia and conferences within the School
- Chair the School Research and Knowledge Exchange Committee;
- Chair the School Ethics Committee

Effective delivery
- Enable a Research & Knowledge Exchange support structure across the school including liaising with the school manager
- Oversee the School's research bids and applications, and the internal academic review process prior to submission;
- Responsible for due process in research ethics with respect to staff and student research
- With the Executive Dean take responsibility for the delivery of research income and reviewing performance against targets
- Encourage and develop large scale research bids through building suitable internal and external interdisciplinary and professional networks
- Encourage staff to evidence and track impact through publicity strategies, including website and social media marketing
- Encourage positive engagement with the emerging institutional and national frameworks and policies for Education.
- Liaise with individual members of the School as appropriate to advise on maximising the impact of the individual's research
- Support School grant holders where appropriate
- Support the School Research & Knowledge Exchange Leads

School Executive Responsibilities

The role is a member of the School Executive which has the following general responsibilities:

- work as part of the School's leadership team to lead change within the School in pursuit of strategic objectives;
- encourage a spirit of co-operative working, especially with central professional services units, and active engagement with college policies;
- ensure that the College and School strategies and other relevant information is shared across the School through cascades and staff engagement activities;
- demonstrate effective leadership to ensure a culture of fairness and inclusion and promote diversity;
- develop relationships and networks involving individuals and organisations in order to promote the College, School and Department, in support of the overall College mission and goals.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: the Principal, Deputy Principals, Senior Vice Principals, members of the School Executive other Heads of Departments and Schools, Directors of Professional Services and Student Union representatives. Key contacts are the Heads of Department School Manager, Director of Research and Innovation, Research Finance, and Director of Strategic Planning. It is also important to maintain an effective internal network of staff and students.