



Principal and Vice-Chancellor

University of Dundee

dundee.ac.uk

Foreword from the Chair of Court

A high performing community driving one of the world's top 250 universities. A city that is in the midst of a transformation - highlighted by the opening in 2018 of V&A Dundee - which is making it one of the best places in the United Kingdom to live, work and study.

The University of Dundee is an extraordinary university. In searching for a new Principal and Vice-Chancellor we are offering an outstanding opportunity to lead an institution which offers a unique blend of gold-standard teaching, world-class research and one of the best student experiences in the United Kingdom.

We are seeking someone who embraces our values and sense of place, working with the leadership team and the University community. Someone who will lead, who will bring out the very best in our people, and help realise the potential of our students and staff. Who will share in the ambition of our core mission, to transform lives locally and globally.

We are an inclusive university and look forward to receiving applications from a diverse range of backgrounds.

If you are ready to be that leader who will champion our values, who shares our commitment to excellence in everything you do and the transformative power of a university, then we want to hear from you.



Ronnie Bowie
Chair of Court



About the University of Dundee

The University of Dundee has a clear mission – to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research and with work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage and with an annual turnover of £250M. Our impact is felt from the centre of Dundee, where we are absolutely central to the city's future plans and prosperity, to the countries of the developing world where we are helping cure devastating diseases like malaria, and giving people life-changing opportunities for education.

We are home to a community of 17,000 students and over 3000 staff. Around 12,000 are undergraduates with 25% of our students coming from outside the UK.

Our Strategy to 2022 places a high-performance community at the heart of everything we do and takes us forward in our next fifty years.



About the University of Dundee

The high quality of teaching and research at the University, together with the satisfaction ratings of our students, has contributed to repeated high rankings. We are:

- University of the Year for Student Experience 2020
(*The Times and Sunday Times Good University Guide*)
- Ranked 4th in the UK in the 2019 National Student Survey (NSS)
- Gold rated in the Teaching Excellence Framework
- Top 20 in the world in Times Higher Education University Impact Rankings
(*Times Higher Education*, April 2019)
- 6th globally for overall average satisfaction in the International Student Barometer.
(*International Student Barometer survey*)
- One of the world's top 250 universities
(*Times Higher Education World University Rankings 2020*)
- Top in the UK for biological sciences research
(*Research Excellence Framework 2014*)
- Rated amongst the world's best universities in terms of impact of scientific research, being placed 15th in the world in the 2019 CWTS Leiden Rankings
- The Guardian University Guide 2020 ranked us 29th in the UK and 4th in Scotland. We are rated 3rd in the UK for satisfaction with teaching and 8th for course satisfaction
- The Complete University Guide 2020 ranks us top in the United Kingdom for Forensic Science and top five for Dentistry, Anatomy, Biological Sciences and Medicine
- One of Europe's 50 most innovative universities
(*Reuters Top 100: Europe's Most Innovative Universities 2019*)
- Named the world's most influential pharmaceuticals research institution
(*Clarivate Analytics 'The State of Innovation' report*, Nov 2017)



Governance and Senior Management

The University Court is the governing body of the University, and The Senatus Academicus or 'Senate' is its supreme academic authority.

The University Court has particular responsibility for the employment of staff and the management and administration of property and finance. The Senate's primary responsibilities are to regulate and superintend the academic work of the University in research, knowledge exchange and in learning and teaching – from admissions to graduation.

The University has four Vice-Principals: for Education; Research, Knowledge Exchange & Wider Impact; International; and Academic Performance & Planning, who manages the Deans of our ten academic Schools.

The University Secretary and Chief Operating Officer leads a team of 10 Professional Services, each headed by a Director. The Principal chairs the University Executive Group, which comprises the Vice-Principals, University Secretary and Chief Operating Officer, and Directors of Human Resources and Organisational Development, Finance and External Relations.



Organisational Structure





“Dundee proves it is possible to be both
an outstanding teaching university and
one at the cutting edge in research work.”

Alistair McCall, *The Times/Sunday Times*, Good University Guide



Appointment of Principal and Vice-Chancellor

The position of Principal and Vice-Chancellor provides the opportunity for an outstanding individual to build on a strong platform of impressive progress made over recent years to shape an exciting future for Dundee on its journey to become Scotland's Leading University.

Our next Principal will be an inspirational leader who will command the respect of our community and bring energy and enthusiasm to the delivery of our vision and strategy. They will promote and stimulate the very best academic, organisational and financial performance across the University, as well as playing a leading role in representing our interests locally, nationally and internationally.

Our Charter identifies the Principal and Vice-Chancellor as our chief academic and administrative officer, presiding over meetings of the Senatus Academicus and, in the absence of the Chancellor, exercising the functions of the Chancellor including the conferment of degrees. The distinguished astrophysicist Dame Jocelyn Bell Burnell is our Chancellor.

The Principal is a member of Court, the University's governing body. As de facto Chief Executive, the Principal has overall responsibility for the academic strategy and effective management of the University and is the 'accountable officer' responsible for its governance and progress towards long-term financial sustainability.

The Principal works closely with the Chairperson of the Court and Court members in discharging these responsibilities and in all other aspects of Court's work. The Chairperson is formally the Principal's line manager, meeting with them on a regular basis and undertaking formal annual reviews of their performance.



Appointment of Principal and Vice-Chancellor

Skills and Experience

Leadership

- Unrivaled and inspirational leadership in delivering our vision and strategy
- Demonstrable affinity with, and commitment to live by, our values
- A strong commitment to the University community and the wellbeing of the wider city region
- A record of championing diversity and inclusion
- A commitment to the role of the student voice in decision-making at the highest levels
- The ability to enthuse and gain support from across our community

Effectiveness

- An outstanding track record of success at a senior level
- A passion for our wider mission and role as an economic driver locally, nationally and internationally
- The capacity to be a convincing and persuasive advocate of our interests nationally and internationally
- A high degree of financial acuity and commercial nous
- Highly tuned skills in creating partnerships collaborations with other organisations and stakeholders
- An understanding of the centrality of international excellence in research, teaching and the student experience and ability to drive their continued enhancement
- Proven capacity in the successful delivery of plans, objectives and targets



Appointment of Principal and Vice-Chancellor

Personal qualities

- An affirmative and positive outlook, with high levels of energy and personal commitment
- An approachable and effective communicator and public speaker
- Excellent interpersonal skills and the ability to listen and respond to a variety of points of view
- A commitment to equality, diversity and inclusion
- Strength of character, honesty, fairness and the highest levels of personal integrity
- Strategic insight and academic credibility

Political and ambassadorial skills

- Experience of acting as an effective and compelling ambassador, advocate and negotiator
- A shrewd appreciation of the economic, political and social environment for HE nationally and internationally and the ability to network and influence at the highest levels
- The ability to operate effectively in an international context and drive forward an international outlook and agenda
- The potential to raise major gifts from private donors, charitable organisations and/or the business community

Dundee is one of the highest ranked UK universities in the International Student Barometer, the annual measure of international student satisfaction.



Appointment of Principal and Vice-Chancellor

Main duties and responsibilities

Strategy and development

- Lead our future development, defining a compelling corporate vision
- Shape, implement and review our Strategy, delivering on objectives and KPIs
- Manage our financial, human and physical resources with insight and imagination
- Lead the University Executive Group and University Management Group in delivering key projects and activities aligned to the Strategy
- Maintain effective working relationships with funders including the Scottish Government, Scottish Funding Council, UKRI, charities and other bodies
- Ensure University-wide compliance with the highest standards of integrity and corporate governance
- Support the future development of the City of Dundee and wider region through relationships with the City Council, Scottish Enterprise, NHS Tayside and the business community



University of the Year for Student Experience

Times and Sunday Times Good University Guide 2020



Appointment of Principal and Vice-Chancellor

Main duties and responsibilities

Management and leadership

- Enable the continued development of research strengths at the 3* and 4* level consistent with our research intensive mission
- Ensure effective preparations for the next Research Excellence Framework
- Ensure that learning, teaching and the student experience is of the highest quality and we are prepared for QAA ELIR and other external quality assessments
- Ensure an academic portfolio that is attractive, relevant and appeals to highly differentiated student markets
- Inspire staff to share the University's ambitions and contribute to its success
- Lead and develop a high-performing executive team
- Support the development of strong postgraduate research and postdoctoral communities Ensure the overall efficiency and effectiveness of Professional Services in supporting our current and future work

Profile raising

- Ensure active and productive educational and research collaborations in the UK and overseas
- Maximise our sustainable research income from UK, European and other international sources
- Sustain and enhance our external reputation
- Develop relationships with relevant industrial and commercial partners in relation to knowledge exchange, high level skills and industry/academic exchange
- Develop and maintain effective relationships with alumni in the UK and overseas
- Support fundraising campaigns and lead our efforts to raise major gifts from private donors, charitable organisations and the business community



Dundee's stunning waterfront along the River Tay is being extensively developed, including the new V&A Museum of Design, an iconic building designed by renowned architect Kengo Kuma.



One city, many discoveries

Dundee occupies a stunning position on the east coast of Scotland, overlooking the River Tay where in summer dolphins can be seen playing. The city and its surrounds offer a high quality of living; city life combined with wide open spaces.

Dundee is friendly and compact. With a population of 150,000 it is small enough to walk round but has all the cultural and leisure activities you would expect in a much larger city. It is the UK's only UNESCO City of Design and with the opening of the only V&A museum outside of London has a growing reputation as a creative centre. The Wall Street Journal placed Dundee among their top ten places to visit in 2018, while GQ said it is 'becoming Britain's coolest little city'.

The best of Scotland is easily accessible from Dundee. You can take part in watersports on the Tay in the morning, climb a mountain in the afternoon and still have time to return for a show at Dundee Rep, home to Scotland's leading theatre ensemble, in the evening.

We lie at the heart of Scotland's fabled golf triangle, linking the Ryder Cup venue at Gleneagles and the Open Championship courses at Carnoustie and St Andrews, the home of golf.

Dundee is a post-industrial city that has worked hard to reinvent itself. The University is a key economic driver for prosperity and we're involved in many partnerships across the city in areas such as social, education, cultural, business and the voluntary sector. We have strong links with the City Council, other local authorities, Scottish Enterprise Tayside (the local economic development company), NHS Tayside and range of other local and national bodies in Scotland and the UK.



The City of Dundee

Salaries in Dundee currently go further on the property ladder than almost any other city in the UK. The range of properties within commuting distance of the University covers the widest spectrum – from country houses and seaside cottages to handsome town villas and sleek city quay apartments.

Dundee has put enormous effort into the redevelopment of the city centre and its stunning waterfront along the Tay is now being developed, including the recently-opened V&A Museum of Design, an iconic building designed by renowned architect Kengo Kuma. The vibrant cultural quarter is home to Scotland's award-winning Dundee Rep Theatre and the highly acclaimed Dundee Contemporary Arts which has become a lively social hub and film house as well as a champion of leading-edge arts.

Dundee has become known as the City of Discovery – the place where Captain Scott of the Antarctic's ship, the RRS Discovery, was built and is now permanently berthed. It is a line that serves contemporary Dundee well with its reputation as a strong research-led environment.

The highest levels of annual sunshine, more green spaces and the purest air quality of any city in Scotland make Dundee a pleasant place to live and comparatively low levels of traffic cut the daily '*hassle factor*' considerably. An apocryphal tale has it that the local radio station has on occasion warned of traffic jams "*causing delays of up to three minutes*".

There are 35 primary schools in the region feeding into eight secondary schools. In the private sector, Dundee High School is one of the leading fee paying schools in Scotland, consistently scoring well on academic and sporting achievement. A further eight independent/private schools are within driving distance including St Leonards, Strathallan, Glenalmond College and Lathallan School. Pre-school education is widely provided including a number of excellent private nurseries.

Dundee is just a 90 minute drive from 90% of Scotland's population. Edinburgh is less than an hour away and Glasgow around an hour and a half by road or rail. If London beckons, you can get down for a meeting and back on the same day using Dundee Airport, flying direct to London. Short check-in times are an extra bonus and crystallise the quality of life enjoyed in this part of the world.



Terms and Conditions

These are the general terms and conditions for full-time Professorial staff. Part-time staff terms and conditions are pro-rata.

- Working time is that reasonably required to fulfill the duties of the post.
- The starting salary will be determined according to the knowledge, skills and competencies of the successful candidate.
- 39 days annual leave, which includes all public holidays. The leave year runs from 1 January to 31 December.
- Payment is made on the University of Dundee Staff salary scale which is reviewed annually in line with the University's Reward Policy for Professorial and Grade 10 staff: www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessforseniorstaff201
- Payment is made monthly in arrears.
- Unless you state otherwise, you will be automatically enrolled into the Universities Superannuation Scheme (USS), from the start of your employment. Full details of the USS scheme are available from the Finance Office website at: www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uss
- Please note that the University offers a salary sacrifice scheme, Pensions Plus, in relation to pension contributions made by both the employer and employee. You will automatically be included in this scheme unless, because of your level of earnings, you do not qualify or you choose to opt out of Pensions Plus.

Occupational sick pay scheme

There is an occupational sick pay scheme where the period of entitlement to paid sick leave is based on the length of continuous service. After five years' service, an employee is eligible for six months 'full pay' and six months 'half pay'.

Work/life balance policies

There is a range of policies designed to support staff to balance work and home life and deal with personal responsibilities, as well as some of life's major events. These include Adoption Leave, Compassionate Leave – Bereavement, Family Leave – Children and Dependents, Fertility Treatment Leave, Flexible Working, Foster Care Leave, Job share/ Part-time Working, Maternity Leave, Parental Leave and Paternity/ Maternity Support Leave.

Equality and diversity

The diversity of our staff and students helps to make the University of Dundee one of the top universities in the UK. Family friendly policies, staff support networks for BME, disabled and LGBT staff, membership of Athena Swan and Stonewall, as well a full range of disability services, create an enjoyable and inclusive place to work.



Additional information

Qualifications

The University's selection procedure requires that successful candidates for these posts have their qualifications and professional registration validated. One or more of the institutions which have awarded the successful candidate a degree or professional qualification/registration will therefore be contacted by Human Resources.

Equal opportunities

The University is committed to equal opportunities and welcomes applications from all sections of the community.

Disclosure Scotland checks

If the post for which you are applying includes any activities that might be considered to be regulated work with children and/or vulnerable adults under the Protection of Vulnerable Groups (Scotland) Act 2007 ('Scheme'), it will be required that the successful applicant be a member of the PVG Scheme and not barred from working with children and/or protected adults. The University will therefore undertake the necessary check through Disclosure Scotland with regard to PVG Scheme membership. Please note that it is a criminal offence to apply for a position working with children or protected adults if you are on the Disqualified from Working with Children or Protected Adults Lists.

No smoking policy

The University operates a no-smoking policy, with designated smoking areas available in some areas.

Relocation expenses

The University makes a contribution towards relocation expenses incurred by newly appointed members of staff in moving to Dundee to take up their appointments. The reimbursement is subject to a maximum of the equivalent of one month's gross pay, calculated on basic starting salary (this does not include any shift allowances, out of hours intensity supplements, distinction awards, etc). Additional assistance may be given in respect of removals from overseas. If relocation expenses are paid, and the member of staff leaves within two years, the University will require repayment of any such relocation expenses. Less than two years will be reimbursed on a fractional basis. Recovery will be at the rate of 1/24 for each month less than two years worked and will be automatically deducted from the final salary payment.



How to Apply

An executive search exercise is being undertaken by Saxton Bampfylde who are acting as an employment agency advisor to the University of Dundee on this appointment. Saxton Bampfylde will support the University in helping to identify the widest possible field of qualified candidates and assisting in the assessment of candidates against the requirements for the role.

Applications should consist of a full CV detailing academic and professional qualifications and full employment history. This should be accompanied by a covering letter describing briefly how candidates meet the criteria in the person specification, why the appointment is of interest and what they believe they can bring to the role.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **KUDD2**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter. Applications should be received no later than noon on **Thursday 5 March 2020**.

GDPR personal data notice

GDPR personal data notice According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Formal interviews will be held on Thursday 7 May 2020 in Dundee.

