

Director of Academic Services & Research

Company:
HEADway People / ICN Business School

Location:
France / Nancy

Discipline:

Employment Type:
Permanent Full-time

Posted:
2019-07-10

Contact Person:
If you wish to apply for this position, please specify that you saw it on AKADEUS.

HEADway People is a leading direct sourcing specialist recruiting exclusively for the higher education, research and training sectors. ICN has engaged our services for the recruitment of an outstanding individual for the position of:

Director of Academic Services & Research

1/ About ICN

ICN has engaged upon a strategy to revitalise and reposition the institution. The first results are now starting to make a visible impact.

We have chosen a strategic positioning that sets us apart from other schools by focusing on the outstanding academic quality and powerful reputation of Artem (partnership between Nancy School of Art and Design, ICN Business School, and Nancy School of Engineering). We therefore believe ICN has the resources to underpin its development and support the work required to improve positions in rankings, further improve the quality of applicants, strengthen the international dimension of courses, successfully integrate new teaching and learning approaches and support research initiatives.

To help achieve these ambitions following the reinforcement of our senior management team, we now aim to:

- Increase the impact of our academic work on research, business and student communities by facilitating a transversal approach,
- Engage upon an ongoing process to improve the quality of our core faculty's intellectual output,
- Strengthen our core faculty through the recruitment of outstanding academic talent that reflects the work underway to differentiate the school.

2/ Job purpose and main duties

A member of the Executive Committee with senior management responsibilities, in their role as deputy dean the new director of research and academic services will contribute to drawing up the strategic plan for the development of teaching, learning and research. They will also be an active

core faculty member in their area of academic expertise.

As part of these duties, the director of academic services and research will be responsible for the following activities:

- Designing and delivering the policy for the development and management of the core faculty in collaboration with the school's HR department,
- Designing and delivering the institution's research policy in cooperation with CEREFIGE (University of Lorraine Research Laboratory).

They will also design and deliver the school's policy for teaching and learning innovation (e-learning in particular).

And will be responsible for managing:

- core faculty in cooperation with the heads of department,
- administrative support staff working in the academic services department (8 members of staff).

Additionally, the post holder will oversee teams in the learning technology department, school library, and the research & PhD department.

A coordinator from the academic services and research department will be assigned to the post holder to support their work.

The main duties of the director of academic services and research are listed below (the list is neither exclusive nor exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post:

1. Manage, develop and organise the Faculty

The director of academic services and research is responsible for ensuring the coherence between the institutional strategy and the management of core faculty in line with Faculty regulations.

They chair academic committee meetings (heads of academic departments & programme managers) and take part in core faculty meetings lead by the Dean. They also chair the faculty performance appraisal commission.

Under the responsibility of the Dean and in collaboration with the heads of academic departments (DAP) and the HR department, the post holder will:

- Determine and oversee the policy for the development and management of core faculty in response to the needs of the institution,
- Maintain and develop the level of qualifications of the core faculty team,
- Determine and manage the academic recruitment policy and processes,
- Determine and oversee the academic professional development policy,
- Develop the internationalisation of the core faculty team,
- Manage the academic services & research department budget.

2. Oversee the implementation of the institution's research policy and the running of its doctoral programme

The director of academic services and research is responsible for ensuring the coherence between the institutional strategy and the research policy.

As part of these duties, they are in charge of:

- Determining the school's areas of research, ensuring their successful operations and regularly checking their pertinence,
- Developing and overseeing work to seal external funding (promotion of research activities and replies to invitations to tender),
- Deciding upon and putting in place the bonus policy for the publication of research,
- Defining and implementing the policy for hosting scientific conferences,
- Defining the policy for hosting visiting professors invited to work on research projects,
- Developing the international dimension of research output, in particular through the management of international faculty mobility programmes (sabbaticals, short visits, ...),
- Overseeing the school's documentary policy, specifically the direct management of the library located in Metz and its personnel.

The above duties will therefore involve:

- Supervising the work of the director of research and the scientific committee (director of the CEREFIGE research laboratory, heads of research areas, senior management team members...)
- Supervising the work of the institution's research and teaching Chairs, as well as the securing of funding for their operations in cooperation with the director of business engagement.

They will also oversee the institution's policy regarding doctoral studies, with the ICN PhD director reporting directly to the director of academic services and research.

3. Management of teaching & learning innovation

The post holder will receive support from a specialist team to promote the uptake and effective use of new teaching and learning technologies across the full portfolio of courses.

4. Management of teaching and research teams

The post holder will be responsible for overseeing the successful management of the academic services department.

As part of these duties, they will define and control their unit's KPIs and regularly report back on operations (drafting reports and producing indicators, etc.).

The director of academic services and research will also be in charge of managing the academic services department's budget, as well as the other departments and units under their responsibility. In collaboration with the director of programmes, they are in charge of the school's teaching budget.

3/ Person specification

Previous experience and essential qualifications

- Educated to PhD / doctoral degree level, ideally qualified to supervise research (HDR) in the field of management,
- Sound knowledge of the higher education and research sector (in France and overseas),
- Outstanding academic credentials with an excellent track record of publications at the

highest level,

- Major experience in and understanding of business schools and their specific challenges,
- Possesses a national and international academic network,
- Proven ability to take an effective lead on managerial and planning activities (KPI, budgets),
- Highly developed interpersonal and communication skills, both in French and in English.
Knowledge of a third foreign language would be appreciated.

Desirable personal qualities

- Obtains relevant information with diplomacy, consideration and support,
- Ability to think and plan strategically; anticipates events,
- Strong work ethic, dynamic and proactive,
- Proven leadership qualities and skills,
- Excellent relationship-building and negotiation skills in order to motivate and lead a network of stakeholders and colleagues,
- Ability to take initiatives tinged with a progressive approach, in order to launch new actions,
- Project-oriented approach,
- Empathy towards others and pragmatic,
- Rigorous, structured, good at organising others and organised,
- Team player; ability to engage others around shared objectives,
- Determined and highly persuasive,
- Creates and inspires confidence, charismatic,
- Responsive and highly available.

4/ Recruitment process:

Please email your application to: s.obarowski@headway-advisory.com

Following a series of interviews with HEADway recruitment consultants, shortlisted candidates will be invited to attend further interviews with the ICN senior management team.

The position should be filled as soon as possible.

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