

## **Position Description**

Designation : Dean  
Reports to : Deputy Chief Executive Officer and to  
the Vice Chancellor  
Department / Branch : Perdana University Business School

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## **ROLE SUMMARY**

The Dean will provide strategic leadership to the Business School and ensure that the University's and the School's strategic objectives are achieved. The Dean will lead in developing the School's academic reputation, provide and ensure outstanding experience for students and ensure an inspiring environment for staff to contribute and progress their careers. The Dean is also responsible in ensuring the KPIs of the school are achieved. Business School should also work closely with the business sector and other key stakeholders to develop long lasting relationships which support an increase in student numbers and income growth.

## **Specific Role**

- i. Develop and enhance the academic reputation of the School by:
  - Attracting, developing and retaining academics that are renowned in their field to ensure that Business School has a strong academic reputation.
  - Establish and enhance the research and scholarship base within the school to ensure that the School is known for its research profile and professional engagement.
  - Ensuring that the teaching is recognised as excellent and the portfolio of programmes is both relevant and attractive to students.
  - Guide and facilitate the school overall plan for developing, implementing and evaluating programs/curricula and related policies and procedures to ensure the delivery of quality programs and compliance with relevant authorities requirements.
- ii. Ensure the effective operational management of the School by:
  - Developing clear objectives and measurable targets for all members of staff which link to School plans and overarching strategic goals;
  - Ensure the operations of the School are in compliance with University policy, process and governance;
  - Aligning resources effectively to ensure successful delivery of plans;

- Ensure the School expenditure is in compliance with financial, legislative and budgetary rules of the University and the Company;
- Do appropriate planning to achieve domestic and international student recruitment and retention targets.

iii. Deliver an excellent personalised student experience by

- Providing an excellent student experience for all students
- Teaching should be underpinned by research and professional practice to ensure it is up to date and relevant.
- Ensuring each student receives excellent teaching and quality feedback from supportive academics to allow them to achieve their potential.
- Gathering regular feedback and evaluation to ensure that the School is focused on continually improving the student experience.

iv. Requisition and Efficient Allocation of Resources

- Identify the staff needs for the school by preparing for staff requisition plan in accordance to the plan for expansion of the school.
- Overseeing the allocation of teaching load among teaching staff.
- Carry out performance review for the teaching and administrative staff for the school.
- To propose and also to monitor the training and other staff development programme for academic staff.
- Lead the preparation and management of annual budgets for the effective and efficient allocation of the school resources based on the university budget guidelines.
- Plan and monitor the expenditure of the school and drive the school towards being cost-efficient

## PERSON SPECIFICATION

Attributes	Essential Selection Criteria
Education/Qualification	<ul style="list-style-type: none"> <li>• PhD in Business Studies</li> <li>• Relevant professional qualification and memberships</li> <li>• Experience or have relevant exposure in the Higher Education Sector</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Demonstrates strong passion, and good knowledge and understanding of the higher education environment.</li> <li>• Good networked and renowned in chosen field.</li> <li>• Proven ability to build strong partnership and relationships externally.</li> <li>• Significant experience at a senior leadership level with the ability to lead and engage others.</li> <li>• Experience of delivering improvements in income, quality, student / customer experience and research outputs.</li> <li>• Significant experience of leading cultural change to achieve strategy.</li> <li>• Significant experience in (or engaging with) private/public sector industry/business services.</li> <li>• Experience in managing an area with diverse disciplines</li> <li>• Evidence of the ability to generate academic growth through partnership and collaboration including international development.</li> <li>• Track record of obtaining funding from business or key stakeholders.</li> <li>• Strong leadership behaviours that encourage staff engagement and motivation.</li> <li>• Experience of managing staff resources and performance to ensure high levels of individual and staff performance.</li> <li>• Able to demonstrate resilience.</li> </ul>
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## APPLICATION PROCEDURE

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to [hrrecruitment@perdanauniversity.edu.my](mailto:hrrecruitment@perdanauniversity.edu.my)