

Job Description

Job title	Deputy Dean – London Geller College of Hospitality and Tourism
School / department	London Geller College of Hospitality and Tourism
Grade	9
Line manager	Dean of College
Responsible for (direct reports)	N/A
Date of creation or review	28/04/2025

Main purpose of the job

The Deputy Dean at the London Geller College of Hospitality and Tourism is responsible for leading and managing the academic programmes within the college, with a particular focus on aviation, tourism, culinary and hospitality. The role involves strategic planning, fostering industry partnerships, enhancing student engagement and success, and driving innovation in curriculum development. The Deputy Dean will play a crucial role in ensuring the college maintains its reputation for excellence and continues to provide high-quality education that prepares students for successful careers in the global hospitality and aviation industries.

Key areas of responsibility

1. Academic Leadership

- Oversee the development, delivery, and enhancement of academic programmes in aviation culinary and hospitality.
- Ensure the curriculum remains innovative, industry-relevant, and aligned with the college's strategic goals.
- Direct line management responsibility of both faculty and administrative staff.

2. Strategic Planning

- Develop and implement strategic initiatives to advance the college's mission and vision.
- Collaborate with senior leadership to set and achieve long-term goals.

3. Industry Collaboration

- Foster strong partnerships with industry stakeholders to enhance academic offerings and provide students with real-world opportunities.
- Lead initiatives that integrate industry trends and practices into the curriculum.

4. Research and Development

- Promote and support research activities within the college, particularly in areas such as AI and sustainability.
- Ensure research findings are effectively integrated into teaching and learning.

5. Student Engagement and Success

- Implement strategies to improve student engagement, satisfaction, and outcomes.
- Create a supportive and inclusive learning environment that caters to diverse student needs.

6. Team Management

- Lead and manage a diverse team of academic and administrative staff.
- Resolve challenges and foster a collaborative and productive work environment.

7. Quality Assurance

- Ensure academic programmes meet high standards of quality and accreditation requirements.
- Monitor and evaluate programme performance and implement improvements as needed.

8. Policies and Procedures

- Ensure adherence to all university policies and procedures.

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

The London Geller College of Hospitality and Tourism at the University of West London is an award-winning institution with over seven decades of teaching excellence in the service industries. Recognised as the top university in London for Hospitality, Leisure, and Tourism in the Guardian University Guide 2025, the college offers a diverse range of undergraduate and postgraduate programmes that lead to professionally accredited qualifications.

Our curriculum is designed to provide a holistic learning experience, equipping students with skills required to lead the next generation of service sector managers. The college boasts state-of-the-art

facilities, including a Boeing 737-flight simulator, professional-standard kitchens, a Food Innovation Lab, and Pillars, our on-campus training restaurant.

We are deeply engaged in research through the International Centre for Hospitality and Aviation Resilience Management (ICHARM) and the West London Food Innovation Centre. Our strong industry connections and partnerships ensure that our programmes remain relevant and impactful, preparing students for successful careers in aviation and hospitality.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	A higher degree in a subject relevant to any subject within the college	Essential	X	X	
	Fellow/Senior Fellow status with the HEA and/or equivalent demonstrable experience/qualification	Essential	X	X	
	PhD/Professional Doctorate	Desirable	X	X	
Knowledge and experience	Significant and demonstrable experience of line management, financial management, strategic planning & academic leadership.	Essential	X	X	
	Extensive experience gained in higher education, ideally within the UK of leading in Quality Assurance/Enhancement; Data management relevant to aspects of the student experience.	Essential	X	X	
	Experience of developing courses, new modules, programmes that contribute to continuous professional and personal development, leading on management changes and evidence of anticipating and identifying the need and benefits for change and develops strategies to achieve the organisation's goals and aspirations, relevant to any subject areas within the college.	Essential	X	X	
Specific skills to the job	Excellent IT, verbal and written communication skills	Essential	X	X	
	The ability to take the initiative, work with others, monitor own work programme and proactively meet deadlines.	Essential	X	X	

	Ability to work collaboratively with students and staff to improve the experience of all; develop good professional relationships with colleagues, employers, other outside agencies, alongside a flexible approach to working hours	Essential	x	x	
General skills	Commitment to, and understanding of, equal opportunities issues within a diverse and multicultural environment	Essential	x	x	
Other	Experience of delivering strategic change	Desirable	x	x	
	Experience of supervising doctoral students to completion	Desirable	x	x	

Disclosure and Barring Scheme Is a DBS Check required: ☒ DBS ☐ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.