



Job Description

Job Title	Academic Dean
Date	19/05/2026
Reports to	Executive Director
No. of Direct Reports	Faculty, Librarian, Registrar, GRP Director
Function (Faculty/Admin)	Faculty
Key Collaborative Relationships	Senior Management Team, Stage Leaders, Registrar, Guided Research Programme (GRP) Director and the Director of the OCMS Research Institute for Mission and Innovation (ORIMI)
Main purpose of the role	To ensure OCMS is achieving its mission by providing strategic vision and direction to the development and excellence of OCMS academic programmes and to share in the overall leadership of OCMS through the Senior Management Team.
Key Objectives/ Principal Accountabilities	<ol style="list-style-type: none"> 1. Organisational leadership <ol style="list-style-type: none"> a. Share responsibility for the overall health and development of OCMS as a member of the SMT b. Ensure the development and excellence of OCMS's academic life and programmes c. Develop and nurture the PhD and GRP teams in order to build a healthy, collaborative and effective team and structure d. Advise the Executive Director on the health, priorities and needs of OCMS academic programmes e. Participate as an ex-officio member of Council of Trustee meetings and present reports as required f. To contribute to OCMS by full participation in the academic, missional and spiritual life of the community 2. Provide effective support to, and line management of, the Director of the GRP programme, ensuring the maintenance of high standards in all operational and academic affairs and, where appropriate, the alignment of PhD and GRP. 3. Oversight of the PhD programme <ol style="list-style-type: none"> a. Ensure the development, monitoring and evaluation of the Academic and Academic Administrative structure, processes and practices of OCMS including staffing, student affairs, and contribute to discussions on the requisite budgets b. Ensure periodic, external evaluation and quality assurance of the PhD programme c. As University Link Tutor, grow and develop the relationship with OCMS's Validating University and ensure that OCMS is compliant with student and programme policies d. Ensure the development, monitoring and evaluation of relevant and effective academic and learning support services including library and IT provision e. Ensure, directly or through delegation, the line management of all faculty, registrar, librarian and other PhD support staff f. Develop and maintain partnerships with Global South institutions where OCMS is seeking to support faculty development through the PhD programme g. Maintain relationships with Langham Partners and Scholar Leaders International and other partners



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	<p>h. Supervise, mentor and tutor PhD research scholars as required</p> <p>i. Ensure that all academic committees are effectively led and chaired (directly or through delegation).</p> <p>4. Ensure all faculty are supported in their professional growth and productivity.</p> <p>5. Guide decisions relating to student progress and take a leading role in monitoring OCMS student progress and pastoral needs in close consultation with the OCMS Stage Leaders. Be the arbiter within OCMS of appeals and grievances from students related to academic matters as per published procedures.</p> <p>6. Ensure that OCMS academic programmes are on the cutting edge of mission theology formation by connecting to and learning from global developments in mission theology and practice, representing OCMS in appropriate networks, conferences, etc.</p> <p>7. Serve as secretary to the Academic Advisory Committee of the OCMS Council, working closely with the Chair to develop agendas, reports and minutes of meetings.</p> <p>8. Contribute to research at OCMS through lectures, seminars, and articles that support the vision and mission of OCMS.</p> <p>9. Coordinate, either directly or through delegation, the OCMS Programme for Research Induction (OPRI).</p> <p>10. Perform other such duties as designated by the OCMS Executive Director.</p>
<p>Key Relationships Internal & External</p>	<p>Internal: Executive Director, Director of Guided Research Programme, PhD stage leaders and Registrar</p> <p>External: University counterpart, Chair of the Academic Advisory Committee, Validating University, Counterparts in Langham Partners, Scholar Leaders International</p>
<p>Job Requirements/ Person specification</p>	<p>An earned doctorate at the PhD level from an accredited and well-recognised college or University.</p> <p>Competency in strategic planning, leadership, budgeting, and management is strongly recommended. This includes the ability to think ahead, to see the 'big picture' and to work in a future facing way, as well as effectively managing the present.</p> <p>Proven people management skills, preferably including cross-cultural people management experience.</p> <p>Ability to utilise those organizational skills necessary to execute shared leadership and promote collaboration and teamwork.</p>



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Effective communication and interpersonal skills, sensitivity to and understanding of the cultural, socioeconomic, ethnic, cultural, ecclesial, missional and diverse nature of the OCMS faculty and student body.

Experience in the supervision and mentoring of PhD students.

Understanding and experience in the academic processes and administration involved in delivery of MPhil/PhD degrees and UK Higher Education quality assurance and enhancement.

Ability to assess and evaluate student progress and participate in all aspects of examination processes.

Published, peer-reviewed scholarship sufficient to meet the standards for appointment at the rank of a Senior Tutor or Full Professor at the university level.

The Academic Dean will have significant expertise in one of the major fields of research at OCMS (theology, mission studies / missiology, intercultural studies).

The Academic Dean is expected to maintain the highest levels of integrity and to evidence mature Christian character at all times.