

JOB DESCRIPTION: Associate PVC for Education

Date: 1 March 2022

Main purpose of job	<p>The Associate PVC for Education plays a key role in supporting the PVC/Executive Dean of Faculty in setting the direction of the Faculty, providing strategic leadership and championing the enhancement of education throughout the Faculty. The key driver is promoting ‘success for all our students’.</p> <p>They also support the development and delivery of the University’s Education Strategy and is an active member of relevant University committees.</p> <p>They provide strategic and operational leadership to the Faculty’s activities and ambitions in this area, with a strong emphasis on driving innovation and communicating best practice within and across the Faculty.</p> <p>The Associate PVC for Education is responsible for promoting a vibrant culture to support the student academic experience within the Faculty, working with the Deputy PVCs, Heads of Department, Student representatives and relevant Directors to set targets and performance indicators for all strands of the education strategy with a strong focus on NSS, student experience, TEF, cohort rebalancing and education diversification, ensuring delivery against these measures. It is particularly important that they support the development of Faculty staff as educators, as part of ‘valuing educators’, promoting best practice in learning, teaching and assessment.</p> <p>This is a 0.6 - 0.8 FTE role. The remaining FTE is available to enable the role holder to maintain an active profile in research and/or scholarship (which is a requirement of the role)</p> <p>Note: Time to be agreed on appointment, to include consideration of contractual hours and other support that can be made available to facilitate this role.</p>
Reporting to	PVC/Executive Dean Indirectly DVC Education
Responsible for (people)	Jointly with the relevant Deputy PVCs and Heads of Department, Directors of Education
Main duties and accountabilities	Accountabilities common to all Associate PVCs
1	Shares collective responsibility with the wider Faculty Executive team for providing clear and effective leadership to the Faculty, promoting a sense of collegiality and ambition, to deliver interdisciplinary academic excellence.
2	Has particular responsibility for ensuring alignment of activity to University and Faculty strategy, promoting cross-Faculty initiatives and supporting collaboration between Departments within the Faculty.
3	Working with the relevant DVCs and other Associate PVCs, plays an integral role in the formulation and delivery of the University’s strategy, and is an active member of the relevant University committees.

4	Working with the relevant DVCs and other Associate PVCs, plays an integral role in ensuring that alignment of best practice and innovation in Education is shared across the University and promoted within the Faculty.
5	Represent the University nationally and internationally to enhance our external profile and to generate benefits for the University as a whole.
6	Deputising for the PVC/Executive Dean as required.
7	Actively role model the University's expected leadership values and behaviours, promoting a culture of equality, inclusion and environmental sustainability.
8	Ensure effective communication and collaboration within the Faculty, across the University and with relevant external stakeholders to ensure joined up working, identify opportunities, maximise benefits and achieve goals.
Accountabilities specific to Education portfolio	
9	Working closely with Directors of Education in the Faculty and Professional Services colleagues, and by facilitating the development of strong relationships with stakeholders within the University, promote a vibrant and responsive culture to support the highest quality student experience.
10	Provide strong leadership for quality assurance in respect of the student academic experience within the Faculty. Working with Heads of Department and within the University's framework for quality standards, ensure the best academic experience for students on undergraduate and taught postgraduate programmes.
11	Working with the Faculty APVCs to align priorities and in particular: <ul style="list-style-type: none"> <li>○ Working with the Faculty APVC Research &amp; Impact, promote and encourage the integration of research into taught programmes, thereby helping to translate excellence in research and scholarship into learning opportunities for students.</li> <li>○ Collaborating with APVC-Global, provide leadership to ensure that the Faculty offers an attractive portfolio of online and face to face courses designed to meet market demand.</li> <li>○ Working with the APVC Business Engagement &amp; Innovation, promote and foster entrepreneurial ambitions in the student community, and support development of education income opportunities.</li> <li>○ support for the development and promotion of cross-Faculty initiatives.</li> </ul>
12	Lead the strategic development and review of the Faculty's portfolio of undergraduate and taught postgraduate programmes, including the implementation of University policy in learning, teaching and assessment in line with University strategy, and to formulate Faculty policy where applicable.
13	Lead preparations for TEF in Faculty (and similar exercises)
14	Support and value educators through the professional development of Faculty staff, in particular as it relates to a research-led and scholarly approach to teaching excellence.
15	Promote innovation and excellence in student education maximising the benefits of digital and other resources to support learning, with a focus on student partnership and students as change agents, academic experience and personalisation, leading to improvement in NSS outcomes.
16	Report on delivery against targets as required.

Key liaisons	<p>Membership of Faculty Executive Team</p> <p>Membership of relevant University committees/boards and other working groups within Faculty and across faculties/university to promote interdisciplinarity and to support university-wide strategic objectives.</p>
Learning and development requirements and opportunities	<p>Academic Leader Development Programme</p> <p>Personalised development plan in ePDR</p>
Person specification (essential and desirable)	<p>Professors or Associate Professors in any academic job family.</p> <p>Experience at a senior leadership level, with a clear vision for education and research and the ability to engage others in that vision</p> <p>Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change</p> <p>Awareness of political issues and higher education regulation and understanding of how to operate effectively within these different environments</p> <p>Ability to think creatively and with vision and the willingness to suggest and try new and creative approaches to problems</p> <p>Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally</p> <p>A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity</p> <p>Ability to delegate, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork</p> <p>Success in delivering results through effectively managing people, finances, and other resources to achieve these</p> <p>Credibility and expertise gained from personal and collaborative success in the specific academic theme (Education/Research &amp; Impact/Global Engagement/ Business &amp; Regional)</p> <p>Knowledge and experience in a cognate academic area of the Faculty</p> <p>Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour</p> <p>Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate</p>
Term of office	3 years, usually ending on 31 July. Renewable subject to satisfactory review.
Recognition	A pensionable salary is payable for this role as approved by UEB.

	E&R staff will be expected to remain research active as part of this role.
Date last reviewed/approved by	March 2022 Director of Human Resources