

JOB DESCRIPTION

Job Title: Director - Academic Development Fund	Accountable to: Deputy Vice-Chancellor (Academic)
Contract Length: Permanent	Hours per week/FTE: 0.6 Weeks per year: 52
Salary: Competitive	Grade: Dean
College/Service: Academic Development and Services	Location: High Holborn (with extensive cross colleges work)

Purpose of Role:

The post holder will work to the Deputy Vice-Chancellor (Academic) to provide leadership in developing, delivering and evaluating the Academic Development Fund project, a key strand of the Academic Strategy. The purpose of the fund is to ensure UAL's undergraduate courses are appropriately resourced and to grow the resilience of courses teams, so that they have the capacity to deliver an excellent learning experience on a sustained basis. This intervention requires a nuanced and analytical approach, appropriate and impactful on local circumstances. In addition to working with the intelligence of our core metrics, the project will be informed by both the findings of the Academic Enhancement Model (AEM) and University Central Planning Unit's course resourcing analysis. This is a unique project requiring the post holder to conduct analysis, employing high level research skills and creative thinking and to establish the criteria for the allocation of the Academic Development Fund to impact on key performance indicators, most particularly assessment differentials and the NSS. This will require a synthesis of the research findings and expertise of senior colleagues in the University Central Planning Unit and the Teaching and Learning Exchange, in the context of the wider HE sector. Similarly the post holder will develop and implement a bespoke model to monitor and evaluate the impact of the additional resources.

This is a senior role, requiring a high level of independent strategic work and a level of judgement based on considerable experience within an academic environment, which will underpin collaborative work with colleagues at the highest level of the University.

Duties and Responsibilities

- To develop and communicate a compelling vision for a complex and challenging project in liaison with DVCA, across the university and wider HE sector.
- To develop a bespoke project framework that will deliver the vision, with clear time lines and delivery targets.
- To synthesize a complex range of metrics, data and intelligence to produce a convincing analysis of the current position and to develop criteria to inform the allocation of additional funding to course teams.
- To propose UAL course resourcing benchmark models, which identify a window of standard contact hours and SSRs for UAL's undergraduate courses. This work will need to respond to and anticipate the evolving HE landscape, particularly OfS and TEF requirements and to develop workable models that can be adapted to local circumstances.
- To develop and lead a bespoke process in collaboration with Deans of Academic Strategy and appropriate key stakeholders, which identifies target courses and identifies the enhancement of roles and new posts to be funded, projecting the potential impact on both day to day operations and on key metrics in both the longer and shorter term.

- To advise and collaborate with the Deans of Academic Strategy to develop and adapt the course resource model to be most impactful in local circumstances, ensuring the full engagement and collaboration of the course team and so bring about a new focus to the course team management and a sustained cultural change in working practice.
- To lead ongoing consultation with key stakeholders with authority – e.g. students, SUARTS, UAL teaching, technical support and professional administrative staff. Through the leadership of such networks to identify ways they can support work to deliver an excellent learning experience and a sustained cultural change.
- To lead and support course teams to initiate and problem solve course management issues and to maximise the full benefits of additional resources, setting expectations, and collaborating with and advising the AEM coordinators and Deans of Academic Strategy.
- To manage the project budget, monitoring expenditure and forecasting, supported by the Finance Officer, to vire resources as required.
- To research, develop and lead the implementation of effective monitoring systems to measure the impact of additional resources, employing appropriate metrics in addition to UAL key performance indicators and aligned to evolving Office for Students (OfS) requirements.
- To ensure the project aligns with the UAL Academic Strategy, the Academic Enhancement Model and the UAL Attainment Programme (Assessment Programme).
- To develop effective communications in consultation with DVCA and Internal Communications for within the immediate working environment for this high profile project and for sharing the project as a good practice model across both the UAL community and across the wider HE sector.
- To advise Executive Board, Deputy Vice-Chancellor (Academic), Dean of Learning and Teaching Enhancement, as appropriate.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- To coordinate the work of diverse staff across UAL with the common purpose of combatting attainment differentials.
- To establish clear time lines and delivery targets that can be monitored.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Deputy Vice-Chancellor (Academic)
- Dean of Learning and Teaching Enhancement
- Deans of Academic Strategy
- College AEM Coordinators
- Head of Arts Education
- College Leads for Attainment
- College based Associate Deans for Learning, Teaching and Enhancement
- Heads of College
- Equality and Diversity Team
- Academic Support Teams
- Disability Service
- University Central Planning Unit
- Relevant staff groups and communities of practice, including GEMS (Group for the Equality of Minority Staff) and Shades of Noir

Specific Management Responsibilities

Budgets: Project budget £3million

Staff:

Other (e.g. accommodation; equipment): N/A

Signed _____ Date of last review _____

Job Title: Director - Academic Development Fund Project

Grade: Dean

Person Specification	
Specialist Knowledge/ Qualifications	<p>Postgraduate Degree.</p> <p>Teaching Qualification or equivalent.</p> <p>PhD in subject area is desirable.</p> <p>Recognised as an authority in student experience and attainment / assessment within the creative arts, based upon demonstrated expertise, knowledge and application of current sector developments.</p> <p>Able to judge the interventions required to bring about resilient enhancement within an academic context.</p> <p>Knowledge and experience of how to develop resilient course teams that are able to address key challenges related to student experience and attainment.</p> <p>Recognised as a leading authority in their subject or profession with widespread public or professional recognition within their institution and amongst external peers based on demonstrated expertise.</p> <p>A demonstrable knowledge of academic provision, trends and issues in Universities, both national and global, and is informed of the particular features of creative arts courses.</p> <p>Desirable: Senior or Principal Fellow of HEA.</p>
Relevant Experience	<p>High level research and project management experience.</p> <p>Leadership of large scale research and/or change projects that address the student experience.</p> <p>Experience of leading and managing organisational change to a successful outcome.</p> <p>Experience of working with senior colleagues on high impact projects – able to network and negotiate across a complex institution.</p> <p>A substantial record of teaching and/or research and/or professional practice in educational practice / Art & Design Pedagogy.</p> <p>Experience of teaching and/or leadership in a Higher Education Institution.</p> <p>Experience of formulating the strategic direction and influencing developments within college/ organisation through own contribution to area of expertise.</p>

	A demonstrable knowledge of academic provision, trends and issues in Universities, both national and global.
Communication Skills	Communicates in a compelling and influential way. Adapts the style and message to a diverse internal or external audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads effectively, setting the direction of one or more functions, promoting collaboration across formal boundaries. Confident and credible within an academic environment.
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity. Applies own research to develop learning and assessment practice.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	Effectively plans, prioritises and manages complex projects or activities to achieve long term strategic objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Initiates innovative solutions to problems which have a strategic impact.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: December 2018