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Job Description and Person Specification Programme Director

Job Description	
College/Service London College of Communication	**Location** Elephant & Castle
Contract Length Permanent	**Hours per week/FTE** 37.0
Accountable to Dean of Design School	**Weeks per year** Full-time
Salary £53,806 to £64,993 per annum plus allowance £2,500 p.a.	**Grade** 7

Job Description
Purpose of the role   To be responsible to the Dean of the School for -   • The academic leadership and management of the Graphic Design Communication Programme courses, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum.   • The day to day management of the Programme including all areas of learning, teaching and assessment of students as well as resource management.   • The observation and implementation of the policies and procedures of the University and the College.
Duties and Responsibilities   In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to –

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Academic

- Provide the academic mission of the Programme and its implementation, as an active participant within the University and College committee structures.
- Operate with the appropriate Course Leaders to ensure that each constituent course within the Programme has a clear and compelling vision, agenda for development, and strategy for the maintenance and enhancement of quality.
- Build relationships between subjects and courses both within and outside the Programme.

Quality Management and Enhancement

- Ensure the effective monitoring of the courses within the Programme and lead enhancement activities in liaison with Course Leaders and relevant Deans/Associate Deans.
- Contribute to, and where appropriate lead on all relevant processes of course, programme, and framework development and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.
- Reflect critically upon all aspects of the Programme's design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging the incorporation of new developments and technologies.
- Analyse data on student progression and achievement across the Programme with a view to identifying issues and trends and formulating appropriate action in response.
- Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

Curriculum Design, Content and Organisation

- Assume responsibility within the Programme for ensuring that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for its courses.

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- Assume responsibility within the Programme for negotiating, with Dean and College Management Teams, resource allocations in order to ensure the curriculum is organised and delivered effectively in relation to the learning styles and developmental stages of the students concerned.

Learning, Teaching and Assessment

- Assume responsibility for ensuring that the learning (teaching and assessment) methods employed on the Programme are appropriate to the academic standards and the demands of the subject/s and the learning styles and developmental stages of the students.
- Assume responsibility for ensuring the planning and management of the assessment processes for the courses within the Programme that they are compliant with University policy and ensuring that students are given constructive and timely feedback that helps them improve.
- Prepare for and support the operation of Boards of Examiners including attending boards and sub boards as appropriate.
- Assume responsibility for ensuring prompt and effective responses are provided to assessment appeals by students within the Programme.

Student Support and Guidance

- Ensure the correct delivery of the University Admissions Policy by the constituent courses of the Programme.
- Ensure effective liaison with and organisation of student representatives across the Programme.
- Assume responsibility with Course Leaders for ensuring that resources are used effectively in relation to the support, guidance, academic development and pastoral care of students, fulfilling the policies and procedures of the University and the College, utilising appropriate channels and media.
- Assume responsibility with Course Leaders for ensuring that information provided to students on courses within the Programme is current, accessible and consistent.

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- Contribute to information provided to students by the University and College.
- Assume responsibility within the Programme for ensuring the maintenance of standards in accordance with the agreed UAL student charter.
- Assume direct responsibility within the Programme for responding effectively to student complaints.
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of –
  o Course promotion (provision of material, contribution to open days and other recruitment activities on and off site)
  o Student progression
  o Student recruitment
  o Student induction
  o Learning support
  o Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed).
- Produce reports and management information as required.
- Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedures.

Entrepreneurship and Enterprise
- Promote a culture of enterprise within the Programme and amongst the student and staff community.
- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

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Professional

- Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the Programme, its courses, colleagues and students.

- Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects.

- Support and contribute to the Programme, School, College and University's external profile.

- Make a constructive contribution to the development of the broader academic and cultural direction of the College as required.

- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.

General

- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

- Undertake Health and Safety duties and responsibilities appropriate to the role.

- Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.

- 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.

- Makes full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.

- 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 personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL sustainability Manifesto (2016 – 2022).

Key Working Relationships

- Senior managers
- Managers at same level
- Academic staff managed
- External partners
- Students

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Job Description

Specific Management Responsibilities

Programme Budgets

- Established Staff
- Associate Lecturer/Visiting Practitioner budget Consumables budget
- Project budgets

Programme Staff

- Course Leader/s
- Research Leader
- Other Established academic staff

Other (e.g. accommodation, equipment)

To ensure appropriate staff are taking action where following are in need of repair or maintenance -

- Academic office(s) and associated equipment, fixtures and fittings.
- Studio(s) and associated equipment, fixtures and fittings.

(Recruiting Manager)

Signed _____ _____ **[Type in details]**

Date of last review_____

Person Specification

Job Title - Programme Director

Grade - 7

Person Specification	
Means of Testing - A = Application T = Test I = Interview	
Qualifications/Knowledge and Experience	
• Undergraduate degree in subject area. • Postgraduate degree in subject area. (Desirable) • PhD in subject area. (Desirable) • Teacher training qualification. (Desirable) • Recognised as an authority in their field or specialism within their institution or amongst external peers based on demonstrated expertise. • Experience of shaping and influencing developments within college/organisation through own contribution to area of expertise. • Commits to own development through effective use of the University's appraisal scheme and staff development processes.	A A A A A/I A/I A/I
Communication and Service Delivery	
• Ability to communicate ideas clearly and persuasively providing constructive and critical support to students. • Ability to adapt communication style and media to suit the audience. • Ability to build productive and enduring relationships between teams to strengthen working relationships and encourage collaborative activities across the College/University. • Experience of leading and developing internal networks to pursue a shared role, related interests and influence events/decisions.	A/I A/I A/I A/I

Person Specification	
Means of Testing - A = Application T = Test I = Interview	
Recruiting Manager – Please select essential/desirable IT application required for the role from the menu below • Web/Internet • Electronic Diary • Black Board • Web 2 Technologies (Desirable) • Corporate and/or local software applications relating to the post • Please state	A
Uses appropriate IT skills levels to enable best use of available information and communications as necessary for post • MS Office • Email • Intranet	A
Managing Resources	
• Ability to be the leader of a team, develop the team members' abilities and attains greater levels of achievement by encouraging	A/I
contribution to common goals. • Ability to co-ordinate and review the work of others to ensure improvement in performance and use of resources.	A/I
• Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in service improvement.	A/I
Problem Solving	
• Ability to combine rational analysis and experience to take long lasting and/or complex decisions.	A/I
• Ability to initiate processes and procedures to resolve problems, anticipating difficulties and identifying practical ways of overcoming or preventing them.	A/I

• Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings.	A/I

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Work Environment and Care	
• Experience of providing support and help to students and team, undertaking health and safety duties and responsibilities appropriate to the post.	A/I
• Ability to deal with difficult situations or confidential matters according to policy and procedure.	A/I
• Commits to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.	A/I
Teaching and Learning Support	
• Ability to contribute to the long term planning and development of learning programmes.	A/I
• Experience of continuously reviewing areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms.	A/I
• Engages in pedagogic research and implements the results to develop the learning and assessment processes and the learning environment.	A/I
• Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.	