

## Job Description

### Director of Access and Progression

<b>College/Service</b> Access and Progression Directorate	<b>Location</b> High Holborn
<b>Contract Length</b> Permanent	<b>Hours per week / FTE</b> 37 Hours / 1 FTE
<b>Accountable to</b> Deputy Vice- Chancellor Education	<b>Weeks per year</b> 52 Weeks
<b>Salary</b> Competitive salary	<b>Grade</b> Director / Individual Contract

#### Purpose of Role

The Director of Access and Progression will provide strategic leadership in delivering key strands of UAL's strategic commitment to increasing and diversifying access to a creative education and will be accountable to the Deputy Vice Chancellor for:

#### Outreach and Access

- Creating and implementing a strategy across policy, funding, product and partnership dimensions that will deliver measurable outcomes against goals to remove barriers to accessing creative education
- Providing leadership of UAL's Access and Participation Plan, delivering measurable equality goals for UK Home UG students
- Providing strategic insight to UAL's approach to life-long learning and the creation of flexible study options that place diversity and inclusion at the heart of enabling access to UAL's undergraduate and postgraduate courses

#### Progression

- Leading the strategy for facilitating progression, including product development, through UAL provision, ensuring learners reach their potential and career goals
- Leading the University's pre-degree provision, ensuring it is representative, and raises quality and standards

The Director will promote the University's values of equity and social justice, working collaboratively with colleagues and students to address inequity, support initiatives to enhance the student experience and contribute toward the University becoming an anti-racist institution.

## **Duties and Responsibilities**

### **Access and Outreach**

- Lead and be accountable to the Deputy Vice Chancellor for the development and implementation of the University's Access and Participation Plan, including coordination of input from relevant University departments and directorates, to achieve the university's goal of removing barrier to accessing a creative education
- To lead the University's work on outreach and partnerships with schools and colleges (including progression and sub-contracting arrangements) aligning this to strategic priorities and external regulatory requirements
- Provide strategic insight and contribute to the development of UAL's approach to life-long learning
- Have strategic oversight of the planning, delivery and quality assurance for UAL's cross-university pre-degree provision, focussing particularly on delivering an outstanding student experience that enables student to reach their potential and achieve the progression ambitions
- Be the institutional nominee for the University in regulatory matters aligned to Further Education, and lead UAL's preparation for and response to Ofsted Inspections and funding agency audits, including oversight of the self-assessment and improvement plans for UAL's pre-degree provision
- Develop internal relationships with key stakeholders, ensuring effective interdepartmental collaboration in achieving access ambitions (eg. Directors of Development, Academic Enterprise, UAL Awarding Body and International Relations)
- Work closely with UAL College leadership groups to develop innovative and flexible study options that will support diverse and inclusive access to UAL's undergraduate and postgraduate courses
- Represent UAL nationally in relations to pre- and post-16 educational policy, participating in national consultations and lobbying for the interests of disciplines offered at UAL as appropriate
- Work with key stakeholders to respond to consultations and calls for internal and external funding opportunities

### **Progression**

- To strategically lead and be accountable for the UAL progression schemes enabling the University's pre-degree students to continue their studies at UAL's Higher Education provision
- Lead the development and maintenance of relationships with external education providers and agencies that support progression to Higher Education provision at UAL in line with strategic priorities
- To work with UAL's external relations team to lobby Government departments and agencies to develop pipelines and progression activity, ensuring alignment with UAL strategy
- To be an authority on UK educational policy, develop informed networks within the sector and to advise senior university colleagues/ Executive Board on

### **Management**

- Contribute to the planning and implementation of the University's strategic priorities and operations as a member of the Deputy Vice Chancellor (Education)'s senior staff team
- To profile, communicate and increase awareness internally and externally of UAL's access and progression ambitions and successes
- Be responsible for the financial management of the Access and Progression Directorate, developing and sustaining income generation and consultancy activities where appropriate to the work of the Directorate
- Lead the designated administrative and academic teams ensuring organisational structures, roles and reporting align to the delivery of strategic priorities and objectives
- Manage a team of managers within the Directorate; ensure that performance and workloads are monitored and managed effectively
- Represent the interests of the accredited Pre-Degree portfolio at UAL within the University's strategic and governance structures
- Chair and manage cross-University committees and working groups aligned to Access and Progression as designated within the University's governance framework or as otherwise nominated by the Deputy Vice Chancellor

#### **General Duties and Responsibilities**

- 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.
- Engage fully with the UAL anti-racism plans, in particular the way they relate to your areas of work
- 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 provide support 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.
- Conduct all financial matters associated with the role in accordance with UAL's policies and procedures, as laid down in the Financial Regulations
- To contribute towards reducing UAL's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022)

## **Key Working Relationships**

- Executive Board Members including Deputy Vice Chancellors and Pro- Vice Chancellors/Heads of Colleges
- College Executive Teams and Academic Deans
- Academic professional services teams delivering UAL Awarding Body Foundation Diplomas, Pre-Degree and Outreach activities
- Directors of cross-University Services such as Student Marketing, Recruitment and Admissions, Library and Student Support, Central Planning Unit, International Relations, Education/Teaching & Learning
- External agencies such as Ofsted, national funding agencies and relevant Government Departments such as DfE
- UK Schools, Academies and Further Education Colleges

## **Specific Management Responsibilities**

### **Budgets**

- Staffing and non-payroll budgets covering teams supporting Further Education, Pre-Degree and Outreach
- Accountability for deployment of funds assigned through University's Access and Participation Plan

### **Staff**

- Further Education Office and UAL Pre-Degree teams
- University and College Outreach teams
- Staff funded through APP (joint responsibility with Director of Education)

### **Other** (e.g. accommodation; equipment)

- Resources and facilities assigned through Pre-Degree provision

Signed \_\_\_\_\_ (Recruiting Manager)    Date of last review \_\_\_\_\_

**Person Specification**  
**Director of Access and Participation**  
**Grade – Director/Individual Contract**

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• Degree and Postgraduate qualification or equivalent experience</li> <li>• Evidence of continuous learning and development relevant to professional practice leading to high quality outcomes</li> <li>• In-depth and current knowledge of Further Education sector and related quality, regulatory and funding frameworks (desirable)</li> <li>• Knowledge of creative education practice (desirable)</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Significant experience of leadership and change management in Further/Higher Education environment or other relevant education settings</li> <li>• Successful senior-level experience of managing outreach, progression and pre-degree provision within a college or higher education institution</li> <li>• Experience of managing quality systems and processes which have led to increased student success</li> <li>• Maintaining constructive relationships with relevant regulatory and governmental agencies</li> <li>• Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of safeguarding practices</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates persuasively and with gravitas adapting the style and message to a diverse internal or external audience in an inclusive and accessible way.</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Motivates and leads effectively, setting the strategic direction and promoting teamwork and collaboration across formal boundaries</li> </ul>
Planning and Managing Resources	<ul style="list-style-type: none"> <li>• Effectively manages the delivery of complex projects or activities to achieve long term strategic objectives.</li> </ul>
Student Experience or Customer Services	<ul style="list-style-type: none"> <li>• Provides effective strategic leadership for enhancing the student or customer experience to promote an inclusive environment for students, colleagues or customers.</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Initiates innovative solutions to problems which have a strategic impact.</li> </ul>