

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Programme Director Creative Computing & Robotics, Postgraduate (PG), Creative Computing Institute	Salary: £55,421 - £66,943
Contract Length: Permanent	Hours/ FTE: 40 / 1.0
Grade: 7	Location: Camberwell
Accountable to: Director of Programmes of the UAL Creative Computing Institute	College/ Service: UAL Creative Computing Institute
<p>Purpose of the role</p> <p>To be responsible to the Director of Programmes of The Creative Computing Institute for:</p> <ul style="list-style-type: none"> • The academic leadership and management of the Creative Computing Institute Postgraduate Programme courses. This will include subject leadership of the relevant academic disciplines, the maintenance and enhancement of standards, responsibility for the creative computing, development and delivery of the Programme curriculum and its relationship to creative computing research, knowledge exchange and pedagogy. • The day-to-day management of the Postgraduate 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 Institute. 	
<p>Duties and Responsibilities</p> <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p>Academic</p> <p>Provide the academic mission of the Postgraduate Programme and its implementation, as an active participant within the University and Institute committee structures.</p> <p>Operate in conjunction with the appropriate Course Leaders to ensure that each constituent course within the Postgraduate Programme has a clear and compelling vision, agenda for development, and strategy for the maintenance and enhancement of quality.</p> <p>Build relationships between subjects and courses both within and outside the Postgraduate Programme across the university.</p> <p>Work with relevant CCI research leader to initiate, develop and manage research activities within the Postgraduate Programme consistent with the research strategies of the Institute.</p> <p><i>Quality Management and Enhancement</i></p> <p>Ensure the effective monitoring of the courses within the Postgraduate Programme and lead enhancement activities in liaison with Course Leaders and Dean/Director of Programmes.</p> <p>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 Dean/Director of Programmes.</p> <p>Reflect critically upon all aspects of the Postgraduate Programme's design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging the incorporation of new developments and technologies.</p> <p>Analyse data on student progression and achievement across the Postgraduate Programme with</p>	

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 Creative Computing, Content and Organisation

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

Assume responsibility within the **Postgraduate Programme** for negotiating, with the Dean, Director of Programmes and Institute 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 **Postgraduate 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 **Postgraduate 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 Board 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 **Postgraduate 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 **Postgraduate Programme**.

Assume responsibility in conjunction 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 Institute, utilising appropriate channels and media.

Assume responsibility in conjunction with Course Leaders for ensuring that information provided to students on courses within the **Postgraduate Programme** is current, accessible and consistent.

Contribute to information provided to students by the University and Institute.

Assume responsibility within the **Postgraduate Programme** for ensuring the maintenance of standards in accordance with the agreed UAL student charter.

Assume direct responsibility within the **Postgraduate Programme** for responding effectively to student complaints.

Student Progression and Achievement

In liaison with the Academic Administration Coordinator/Programme Manager, assume responsibility within the **Postgraduate Programme** for ensuring that student records are

maintained which are current, accurate and constructive.

Managerial

Contribute as a member of the Institute Management Team, assisting the Dean and **Director of Programmes** in the continuous development, strategic planning and review of the direction and delivery of the **Postgraduate programme** and courses and Institute's activities.

Deputise for the **Director of Programmes** as delegated.

In consultation with HR, be responsible within the Programme for the performance management of academic staff within the **Postgraduate Programme**.

In consultation with academic, administrative, managerial and technical support colleagues ensure quality, consistency and clarity of course delivery.

Work with Course Leaders to recruit, lead, manage and support the academic staff responsible for the delivery of courses within the **Postgraduate Programme**, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery.

Work with colleagues across the Institute to ensure the highest possible standards of student experience in terms of:

- Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
- Student progression
- Student recruitment
- Student induction
- Learning support
- 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 procedure.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the **Postgraduate 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 Institute in areas that are directly related to their Academic Programme and areas of specialism.

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 **Postgraduate 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 **Postgraduate Programme**, as an individual and through research groups and / or consultancy projects.

Support and contribute to the **Postgraduate Programme**, School, Institute and University's external profile.

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

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

Makes 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 the University's policies and procedures, as laid down in the Financial Regulations.

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

Key Working Relationships:

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

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):

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

HERA Ref 001232

**Job Title: Programme Director Creative Computing & Robotics Postgraduate
Grade: 7**

Person Specification	
Specialist Knowledge/Qualifications	<p>UG/PG in art/computing (essential) PhD in a subject area relevant to the Programme (essential) Relevant significant and high-level practitioner/ knowledge exchange experience (desirable)</p> <p>In depth knowledge of professional creative computing practices, creative computing research and understanding of global economic, social, political and cultural forces transforming creative computing sector</p> <p>Demonstrable knowledge of academic provision, trends and issues in Creative Computing Higher Education</p> <p>PGCert qualification and/or HESA equivalent</p> <p>Active researcher with a network of relevant industry and academic contacts. Should be considered an expert in the relevant field/discipline based on demonstrable expertise with relevant publications/projects disseminated in the public arena.</p>
Relevant Experience	<p>Significant experience of teaching and leadership within a Higher Education Institution.</p> <p>Experience of managing programmes with large and complex cohorts at PG level is an advantage.</p> <p>Experience as practitioner in relevant creative computing industries</p> <p>Leadership experience, strong communication, management and organisational skills and effective management of resources and budgets.</p> <p>Good team player, able to work collaboratively with colleagues from across the university as part of Institute Management Team</p> <p>Experience in developing relevant academic subject areas and in shaping and influencing developments within organisations through own contribution.</p>
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	<p>Applies innovative approaches to Programme leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p> <p>Applies own research to develop learning and assessment practice</p>

Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Effectively plans and manages operational activities or large projects to achieve long term 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	Identifies innovative solutions to problems to bring a wider benefit to the organisation

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: July 2020

HERA Ref 001232