university of the arts london

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: **Course Leader BA (Hons) Graphic and Media Design (Graphic, Media and Digital Practice)**	Salary: £45,603 - £54,943
Contract Length: Permanent	Hours/ FT 1.0
Grade: **6**	Location: Elephant & Castle
Accountable to: **Programme Director Graphic Design Communication**	College/ Service: London College of Communication, Design School

Purpose of the role:

To be responsible to the Programme Director for:
• The academic leadership and management of the Course, 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 course including all areas of learning, teaching and assessment of students as well as resources allocated.
• Observing and implementing the policies and procedures of the University and the College.
• Actively practicing at the forefront of emergent digital and social channels, immersive technologies, techniques and platforms of graphic and media design practice.
• Leading and managing strategic change which delivers continuous improvement with a focus on meeting course KPIs including retention, achievement, and improving the student experience.
• Through research, knowledge exchange and practice leading on the continuous development of a distinctive approach to the practice of Graphic and Media Design and actively contribute towards building an evolving and interdisciplinary community of practice in this area able to work across other fields and industries.
• Develop and strengthen the international profile of BAGMD, the School and LCC through an active alumni and industry and/or practice network.

Duties and Responsibilities
in consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic
Contribute to the academic mission of the programme and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.

Providing the vision for the Course, setting the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement
Undertake the effective monitoring of the course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Programme Directors/Deans/Associate Deans.

Analyse data on student progression and achievement 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
Ensure that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for the course.

Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students

Learning Teaching and Assessment
Ensure that the learning (teaching and assessment) methods employed on the Course are appropriate to the academic award, resources allocated and the demands of the subject and the learning styles and developmental stages of the students.

Plan and manage the assessment process for the Course, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance
Ensure that students enrolled on the Course are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media.

In liaison with Academic Administration ensure that information provided to students enrolled on the Course is current, accessible and consistent.

Contribute to information provided to students by the University, College and Programme.

Ensure the maintenance of standards of student discipline on the Course as detailed within the Student Charter.

Ensure effective liaison with, and organisation of student representatives for the course.

Student Progression and Achievement
In liaison with Academic Administration, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy.

Managerial
Contribute to the leadership and management of the Programme by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.

Recruit, lead, manage and support the academic staff responsible for the delivery of the Course, 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 College 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 Programme and amongst the student and staff community

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, 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.

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 course, 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 Course, 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.

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

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 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:

Course Budgets:

Assist Programme Director by monitoring expenditure across following budget areas:
- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Consumables budget
- Project budgets

Course Staff:
- Established academic staff
- Associate Lecturers / Visiting Practitioners

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

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All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role.   At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment

Person Specification	
Specialist Knowledge/ Qualifications	- Relevant undergraduate and postgraduate degree - PGCHE or equivalent essential - PHD Desirable - Significant experimental digital practice within an industry or equivalent context. - Extensive knowledge of delivering/managing Graphic Communication in a professional/industrial context. - Able to demonstrate extensive knowledge and expertise with regard to emergent digital and social channels, techniques and platforms of graphic and media design practice. - High-level digital development skills essential - Internationally recognised researcher/practitioner with a network of industry and academic contacts and with outputs disseminated in the public domain.
Relevant Experience	- Undergraduate teaching and assessment in the field of Graphic Communication - Experience of Graphic Communication skills across a range of media applied in a professional and/or academic context - Curriculum development experience - Extensive experience of teaching, knowledge exchange or research within Graphic Communication practice.
Communication Skills	Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	- Leads and manages strategic change to support attainment, retention and curriculum development in a complex context. - Motivates and leads a team effectively, setting clear objectives to manage effective performance. - Communicates in a compelling and influential way.
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research/professional practice to develop learning and assessment practice
Professional	Enhances the curriculum and student experience with external

Practice	parties, seeking out opportunities for student engagement with industry. • Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	• Plans, prioritises and manages resources effectively to achieve long term objectives • Experience of managing complex human and physical resources.
Teamwork	• Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	• Contributes to improving or adapting curriculum to enhance the student experience.
Creativity, Innovation and Problem Solving	• Suggests practical and operational solutions to new or unique problems within the context of delivering graphic communication within an educational or industrial context.

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: Feb 2019

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