

Job Detail
(Overview, Role Detail and Person Specification)

Associate Director

Title:	Associate Director (Learning, Teaching & Student Experience)
Grade:	11
Hours:	Full Time
Contract	Permanent
Location	Ormskirk

About the University

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University is ranked as Gold in the Teaching Excellence Framework (TEF), the government's evaluation of excellence in teaching quality, learning environment and student outcomes.

Edge Hill is one of the select few universities to have held the coveted UK University of the Year title, awarded by *Times Higher Education* (2014/2015) and it appears in the Times Higher's Global Ranking (801-1000). Recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the *Times/Sunday Times Good University Guide* 2017, top in the North West for student experience (Times Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

When Edge Hill was awarded University of the Year title for 2014/15, Times Higher Education described it as *"a great success story...an institution that improves and impresses year after year"*. The award recognised its outstanding achievements in student satisfaction, staff engagement, graduate employment and innovation as well as its strengthening research profile, investment and growth. It also celebrated Edge Hill University's distinct role in *"transforming lives"* – reflecting a distinctive philosophy of creating opportunity from excellence.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award', which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

To gain the HR Excellence in Research Award Edge Hill University has undertaken a comprehensive Gap Analysis exercise in order to generate a 2-year action plan (2018-2020), based on the Concordat Principles, to enable continuation of good practice and facilitate improvement in areas identified as needing development.

To find out more visit <https://www.edgehill.ac.uk/fas/about->

Reward:

We want you to feel happy when you come to work and proud when you go home. From the moment you join us you have the opportunity to enhance your skills. We offer a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching day all to support your professional development.

This is just a taste of what we are able to offer you at Edge Hill University.

About the Job

The Associate Director (Learning, Teaching & Student Experience) will share line-management responsibility in the Business School with the Director and the Associate Director (Quality Enhancement), participate in all aspects of departmental management and strategy, and have special responsibility for maintaining excellent standards in all aspects of Learning, Teaching & Assessment, and enhancing the Student Experience (primarily Undergraduate).

Duties and responsibilities

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required:

Corporate Responsibilities

The Associate Director (Learning, Teaching and the Student Experience) will:

- a) Contribute to the fulfilment of Edge Hill's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- b) Participate in and accept responsibility for the management and development of the University.
- c) Participate in Edge Hill's decision-making processes.
- d) As necessary, promote and facilitate cross-Institutional and inter-disciplinary developments in overall course provision.
- e) Support the University's further development and respond to the needs generated by a diverse student body.
- f) Promote and implement the University's equal opportunities policies.

Specific Responsibilities

The postholder will also contribute to the support of developments involving the Business School across the Faculty and University.

Specific Duties

- a) Contribute to the academic development of the Business School, within the context of Faculty and Institutional plans.
- b) Data analysis and preparation of plans, reports and submissions in relation to NSS, Subject Level TEF, retention etc.
- c) Develop, manage, communicate and monitor a strategy of continual enhancement for Learning, Teaching and Student experience in the School and liaise with Programme Leaders, School Staff, Careers Service and other Services as appropriate.
- d) Have line management responsibility for a group of staff within the School.
- e) Maintain an appropriate teaching responsibility in his/her area.
- f) Maintain an appropriate commitment to research and/or knowledge transfer activity.
- g) Develop, maintain and monitor School systems for student support and guidance.
- h) Liaise with external networks; professional bodies, learned societies, employers, trade and business organisations in line with the School's mission and employability/enterprise agenda.
- i) Contribute actively to the development of learning, teaching and assessment within the School, identifying opportunities for sharing good practice and staff development.
- j) Contribute to the effective marketing of the School's taught course provision and to School systems for student recruitment and induction.
- k) Develop and maintain effective School systems for recording and disseminating best practice.
- l) Develop and manage the School system of peer review.
- m) Ensure appropriate alignment of School taught provision with commercial activity, in liaison with the Director of the Business School and the Associate Dean (Enterprise and Employability).
- n) Advise the Director of the Business School of the staffing, capital and revenue budget needs to support and develop learning, teaching and student experience activities.

- o) Any other duties deemed appropriate by the line manager (or representative) and commensurate with the post.

In addition to the above all staff are required to:

- a) participate in the Edge Hill University's Performance Review Scheme;
- b) respect confidentiality; confidential information should be kept in confidence and not released to unauthorised persons;
- c) comply with legislation and adhere to Edge Hill University's policies and attend appropriate training as required, including Health and Safety;
- d) participate in work related training and staff development.

Salary: Grade 11
£53,174 - £58,089 per annum

Hours: Full time

Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

Person Specification:

CRITERIA: Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	A good relevant Honours degree/Masters/Professional equivalent	*		A
2	Professional experience relevant to the post, including a strong profile of scholarly publication and a teaching qualification/HEA membership	*		A
3	A PhD in a subject relevant to the Department or equivalent research experience	*		A
Experience and Knowledge				
4	Experience of leadership in Learning, Teaching & Assessment, reflecting and contributing to strategic objectives	*		S/I
5	Advanced subject knowledge, evidenced through teaching experience, research, and publication profile	*		S/I/P
6	Up-to-date knowledge of key issues and debates in Learning, Teaching & Assessment	*		S/I/P

Teaching, Learning and Assessment				
7	An effective communications style, and strong interpersonal skills in both individual and team settings	*		S/I/P
8	Ability to develop, use, and disseminate flexible and innovative approaches to Learning, Teaching & Assessment	*		S/I
9	Ability to lead on the use of Information and Communication Technology (ICT) to enhance teaching practice	*		S/I
10	Ability to lead and innovate in the maintenance and enhancement of academic quality and standards	*		S/I
11	Ability to support the diverse academic and personal needs of students, and to ensure that School and Faculty standards are met and enhanced	*		S/I
Scholarly activity and Research				
12	Ability to engage in innovation, knowledge construction, and knowledge dissemination	*		S/I
13	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*		S/I
14	Track record of publications and other research outcomes suitable for submission to the Research Excellence Framework	*		S/I
Management and Administration				
15	Ability to lead complex teams through effective consultation, communication, and delegation of responsibilities	*		S/I

16	Excellent skills in communication and ability to line-manage staff within the School, and to discharge Performance Review and other related developmental responsibilities	*		S/I
17	Ability to work flexibly and under pressure to deliver agreed goals	*		S/I
18	Ability to support the Director in the effective strategic and operational management of the School	*		S/I
Personal and Professional Development				
19	Ability to reflect on own skills and knowledge, and to seek opportunities to develop in the role	*		I