## Job Description

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| **Job Title:** | Head of Academic Operations |
| **Salary Band:** | 7 |
| **Working Hours:** | Full time contract (35 hours per week for nominal purposes) |

**Overall Purpose of Role:**

To support the appropriate implementation and integration of all University's Strategic and Operational Plan(s) into all Programme areas in University of Sunderland in London (UoSiL), appropriate to the operational model and student body; leading the development and implementation of the Academic Programme Offer and ensuring the appropriate implementation and integration of the University's Research and Innovation Strategy.

Assisting the Assistant Director (Academic) in the overall leadership and management of the campus, specifically of the Academic team. To support and implement the collaborative design and delivery of business strategy and key priorities, ensuring overarching institutional strategies are embedded through collaborative relationships.

Support an exciting, dynamic and relevant scholarly environment that encourages curiosity and creativity amongst staff and students, delivered in line with the University's Vision, Strategic Ambitions and Objectives and related academic plans.

Deputising for the Assistant Director (Academic) of University of Sunderland in London as required, for example at the UoSiL Operational Board, Senior Management Team meetings, Joint Staff Consultation Committee and Academic Staff Negotiating Committees*.*

Deliver and champion excellent customer service to all stakeholders at all times.

**Reporting lines:**

This role reports to the Assistant Director (Academic) of University of Sunderland in London

**Staff reporting to this job:**

Principal Lecturers

**Core Senior Management Responsibilities/Accountabilities:**

With support from the Assistant Director (Academic), lead the Academic Programme areas to deliver ambitious targets for student engagement and student success whilst maintaining high standards of quality and delivery.

Through the effective leadership, influence the achievement of an innovative, customer centric and highly proactive culture that prioritises students' experience and outcomes.

Ensure UoSiL operates within and towards the University's overarching Strategic and Operational Plans, strategic priorities and associated major initiatives.

Work collaboratively with Principal Lecturers, Programme Managers/Leaders, Academic Deans, UoSiL Digital Learning Team and Centre for Enhancement of Teaching and Learning in London and Sunderland campuses, as appropriate, to ensure the curriculum is developed and delivered successfully.

Advising the Assistant Director (Academic) on academic matters relating to UoSiL and undertaking additional duties as required.

Lead on the development of outstanding London-based academic programmes where required and lead on the QA procedures and regulations with regard to academic programme development, administration and other areas as required.

Liaise and collaborate with the University Student Union representatives in all academic matters.

Work collaboratively with members of Senior Management Team to ensure UoSiL meets all requirements of any institutional internal or external performance measures, including Graduate Outcomes, NSS, and other metrics as appropriate.

Lead or participate with project or task and finish groups both locally or as part of institution-wide initiatives and actively represent UoSiL at a variety of internal or external meetings/committees.

Be an exemplar of best practice with regards to key institutional agendas or commitments, including Health, Safety & Environment, Student Well-Being, Safeguarding & Prevent and Equality, Diversity & Inclusion.

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**Main duties:**

Support the implementation of the University's Student Success Strategy and Learning, Teaching and Assessment Framework and UoSiL Academic Strategy according to the requirements of the UoSiL curriculum, student body and operational model.

Support improvements in student retention and progression and enhance the student learning experience, contributing to a successful outcome for institutional, academic-related KPI's and other metrics.

Promote and encourage collaborative work with Professional/Administration staff and departments across the campus to enhance the student experience within UoSiL.

Represent UoSiL on selected academic-related committees and working groups, ensuring adherence to academic regulations and procedures, and contributing to institutional development projects as appropriate.

Support the development and integration of all programmes delivered from London. Liaise with the appropriate Academic Dean(s) to facilitate the development of programmes and changes to the curriculum, admission requirements, timetabling, assessment and programme delivery models.

Support the development of any new teaching and learning provision delivered from London campus, such as part time, blended, microcredential and distance learning.

Collaborate and support the UoSiL's implementation of the University's Research and Innovation strategy, including all REF-related activity. Support individual members of academic staff and researchers across the UoSiL in accelerating the outcomes of their research and specifically improving the wider impact of their research.

Collaborate and support the UoSiL's implementation of the University's Knowledge Exchange Framework, including all KEF-related activity. Support individual members of academic staff and researchers across the UoSiL in accelerating the outcomes of their knowledge exchange activities.

Collaborate and support the UoSiL Academic Development Team in the implementation of both strategic and operational plans. Support individual members of academic staff regarding improved teaching, learning and assessment initiatives to specifically improve teaching and learning quality within the London Campus.

Liaise with oversight bodies and support academic aspects of programme registration and accreditation.

Ensure the use of student feedback, including that gained from the NSS, is used effectively in the improvement of teaching and learning across UoSiL.

Provide strong and effective academic team management skills, ensuring that University policies and practices with respect to staff recruitment, selection, induction and appraisal are carried out at UoSiL.

To promote and encourage the practice of the University's equality, diversity and inclusion principles in own areas of responsibility and in contacts with staff, students and partners.

To perform other duties as determined by the Assistant Director (Academic) of Sunderland in London

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**Special factors:**

This role will may require occasional national/international travel to attend events in support of institutional priorities or professional development.

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## Person Specification

| Essential | Qualifications |
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| | Relevant Postgraduate (or higher) qualification. |

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| | Senior HEA Fellowship or an equivalent qualification.<br><br>High personal academic standing in a discipline relevant to our academic provision. |
| | **Experience**<br><br>Proven track record of working at a senior academic management level within a Higher Education environment.<br><br>Significant experience in academic administration, including an understanding of the UK's education system, quality assurance and academic governance.<br><br>Proven track record of exceptional leadership within one of the areas of academic offer at UoSiL.<br><br>Significant experience of leading on successful projects and initiatives within the academic environment, aiming to improve academic provision and students' learning experience.<br><br>Strong track record of using student metrics, such as attainment, retention, progression, non-continuation, to form and implement successful strategies of institutional improvement while delivering excellent student experience. |
| | **Skills & Attributes**<br><br>In-depth knowledge and understanding of the higher education environment, nationally and internationally and the major challenges and influences to institutional success.<br><br>Good knowledge and understanding of the needs of non-traditional students and the challenges that a widening participation institution face.<br><br>Ability to balance challenges of an agile and fact paced working environment with the overarching aim to deliver exceptional academic quality of teaching, learning and research.<br><br>An effective influencer, with a 'can do' approach, able to objectively challenge and engage positively across stakeholder groups.<br><br>A creative problem solver, able to deliver innovative approaches to challenges and emerging issues within a fast-paced commercial environment. |
| **Desirable** | **Qualifications**<br><br>Postgraduate Research degree. |

**CREATED: 2 August 2022**