

# Director of Academic Development

## Job Specification

Date created: April 2024

### JOB DESCRIPTION

Employment status:	12 month FTC, full time or part time (0.8 FTE minimum)
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern
Location flexibility:	The place of work for this role is negotiable. Some attendance at UCEM's office in Reading will be required (2-6 days per month, depending on work commitments). However, you may work more in the office should you wish. <i>*Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document</i>
Department:	Education
Line manager:	Dr Wendy Finlay, Pro Vice-Chancellor (Education)

### Role summary

We are seeking a talented and inspirational Interim Director of Academic Development to provide leadership and management of the academic department at UCEM. Reporting to the Pro Vice-Chancellor (Education), you will contribute to UCEM's academic vision, foster a culture of excellence, and ensure the effective delivery and expansion of UCEM's academic offer.

As a member of the Senior Leadership Team (SLT), Academic Board and other key committees, you will play a central role in the leadership of UCEM and the development of the institution to become the Centre of Excellence for Built Environment Education. This is a unique opportunity to shape the future of academic excellence in the built environment at UCEM for a visionary leader with a passion for education, research and developing talent within an academic community.

### Role accountabilities and responsibilities

#### Leadership of UCEM's academic department

- Provide leadership to the UCEM academic department, fostering a culture of academic excellence, collaboration and innovation.
- As Chair of the Learning, Teaching and Enhancement Committee (LTEC), lead the development and implementation of UCEM's Learning, Teaching and Assessment Strategy.
- Develop and enhance UCEM's academic offer, working with the academic team and digital education team to develop optimised pedagogical approaches in support of an unrivalled student experience and positive student outcomes relevant to the subject discipline.
- Promote all areas of academic activity at UCEM, ensuring an inclusive and respectful culture within the academic community, in support of a range of academic career opportunities at UCEM.

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## Development of UCEM's academic community

- Oversee the day-to-day management of the UCEM academic team, including recruitment, staff development, performance management and succession planning of academic staff.
- Foster a positive and inclusive working environment that promotes academic career development, professional growth, and a commitment to UCEM's values and core purpose.
- Line manage the Deans of the School of the Built Environment and the Associate Deans for Research and Sustainability, ensuring high standards of communication and collaboration to promote a culture of continuous learning and excellence in teaching and research.
- Integrate all areas of academic activity at UCEM to ensure staff are supported in both established and emerging areas and the leadership of the academic department is robust and sustainable into the future.

## Development and expansion of UCEM's academic offer

- Identify and pursue opportunities for innovative and industry-responsive programme development to extend the breadth and depth of UCEM's academic offer and adapt to emerging trends and industry needs.
- Facilitate and deliver enhancement projects to optimise UCEM's existing academic provision and delivery.
- Consider academic roles and structures required for UCEM's expanding academic function, including the leadership and management of existing and emerging subject disciplines and the development of a unified academic community.
- Cultivate strong partnerships with employers, professional bodies and other education providers, to enhance opportunities for academic programmes, collaborative research and knowledge exchange.
- Ensure the maintenance and enhancement of academic standards and quality at UCEM during expansion and ensure alignment and compliance with PSRB requirements, to maintain industry relevance and higher education compliance.

## Continuous improvement and enhancement

- Collaborate with other UCEM departments to enhance the overall student experience.
- Ensure Office for Students regulatory requirements are met and maintain a focus on other external measures and frameworks, such as TEF/REF/KEF.
- Maintain a focus on UCEM's strategic objectives and outcomes and drive improvements in institutional strategic metrics (CX9) and KPIs to ensure that progress is made in alignment with UCEM's Vision and Strategy.
- Monitor and address issues relating to student satisfaction and student success within UCEM's academic provision, in order to drive a student-centred approach to UCEM's academic offer which ensures students receive the support needed for successful academic outcomes.
- Lead enhancement projects to ensure UCEM's academic offer continues to offer best-in-class education which enables students to enhance their careers, increase professionalism and contribute to a sustainable built environment.
- Lead enhancement projects to ensure UCEM's academic offer is financially sustainable and drives high levels of performance for the benefit of students and staff.

## Senior leadership responsibilities

- Act as a member of the SLT and represent the academic department at fortnightly Executive Team meetings.
- Ensure that Sustainability and Equality, Diversity and Inclusion are central to all aspects of the academic department at UCEM.
- Represent UCEM at academic and industry forums to build partnerships and extend UCEM's influence.
- Promote and influence UCEM's strategic ambitions and objectives in support of UCEM's vision to be the Centre of Excellence for Built Environment Education.
- Act as the senior leader responsible for other roles needed for the good management and development of UCEM, as determined by the Executive Team.

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Line management responsibility:	YES, four direct reports
Budget responsibility:	YES
<u>In this role you will liaise with:</u> All UCEM departments; PSRBs; employers/industry contacts; HE and FE providers.	

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
A good first degree	X		X		
A higher degree, preferably at doctoral level		X	X		
Evidence of Continued Professional Development, including senior leadership development	X		X		
Membership of a professional body		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Strong record of academic leadership covering a broad range of experience, including learning and teaching, research, skills and employability, external engagement and programme development	X		X	X	
Personal record of academic distinction and achievement, as evidenced by peer recognition in the higher education community	X		X	X	
Highly developed understanding of the current and emerging higher education landscape	X		X	X	
Highly developed understanding of current and emerging agendas and policy areas within the built environment		X	X	X	
Experience of developing and delivering strategic initiatives and innovations in learning and teaching	X		X	X	
Proven success in leading and managing a significant area of responsibility within a higher education provider	X		X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Demonstrable ability to bring people together and work collaboratively and effectively with colleagues across the institution	X		X	X	

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Passion for education, research and developing talent within an academic community	X		X	X	
High levels of personal drive, resilience and motivation to effect change, problem solve and navigate obstacles	X		X	X	
Excellent communication and interpersonal skills to lead and inspire others	X		X	X	
Strong analytical and problem-solving skills, with the ability to make informed decisions	X		X	X	
Demonstrable experience of supporting and enabling Sustainability and Equality, Diversity and Inclusion work in an institutional context	X		X	X	
Ability to engage with a range of stakeholders, including students, employers, colleagues, professional bodies and other sector groups on a wide variety of matters	X		X	X	
Ability to represent UCEM at a range of events and external engagements	X		X	X	
Previous experience in online learning		X		X	
Record of scholarly activities, such as publications, conference presentations or research grants		X		X	
Established connections with relevant industries or professional bodies		X		X	
<b>Other requirements or special requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	
Commitment to the strategic vision of UCEM and leading all activity in alignment with the institution's goals	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

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## PAY & BENEFITS

- Competitive salary as a senior leader in Higher Education, commensurate with skills and experience which will be discussed at interview.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the Universities Superannuation Scheme (this is not a salary exchange/sacrifice scheme). You may opt out.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, as well as the SilverCloud mental health platform. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to a range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.
- Private medical insurance should you opt to join (single membership).

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

Peridot Partners is managing applications on behalf of UCEM.

For further information about the application and selection process please visit the following link:

[www.peridotpartners.co.uk/jobs/director-of-academic-development-university-college-of-estate-management-ucem](http://www.peridotpartners.co.uk/jobs/director-of-academic-development-university-college-of-estate-management-ucem)

You can also contact Dr Sophie Carney (Principal Consultant, Peridot Partners) to arrange a confidential discussion by emailing: [Sophie@peridotpartners.co.uk](mailto:Sophie@peridotpartners.co.uk)

## Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

## Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.