

JOB DESCRIPTION

Job Title: Academic Portfolio Lead (FEHHS Medway Campus Lead)

Grade: AC4 (Fixed term with an underlying Senior Lecturer)

AWP for Role: 0.5FTE (767.5 hours) (0.2FTE APL Allowance plus 0.3FTE Project Allowance) subject to annual review

Department: Faculty of Education, Health and Human Sciences (Medway Campus)

Responsible to: FEHHS Strategic Lead for Medway, with a dotted line to all Head of Schools within the FEHHS

Responsible for: Direct Reports to be confirmed by FEHHS Strategic Lead for Medway

Key Contacts: Pro Vice-Chancellor (PVC/Executive Dean), Deputy Dean, Heads of School, members of the School leadership teams, Associate Deans and Faculty Operating Officer

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile:

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE:

The Faculty of Health, Education and Human Sciences operates across all three University of Greenwich campuses. It is a strategic priority for the University to develop and expand both the Estate and the educational provision at our Medway campus, where the Faculty already has established provision. We are seeking a motivated individual to spearhead the Faculty's expansion at Medway.

The role will have three core facets: Medway students, Medway staff and Medway stakeholders.

Medway Students

The post-holder will have a responsibility to facilitate a positive learning environment for all FEHHS students studying at Medway. This should create a strong student community where all students feel they belong. It will go beyond students' core programme of study and enable Medway to be a vibrant place for FEHHS students.

Medway Staff

The post-holder will provide leadership to FEHHS academic staff based at the University of Greenwich's Medway campus. They will work closely with the leadership teams of all three schools within the faculty to enable their vision for growth at Medway is realised.

Acting as an advocate for change, the post-holder will meet targets, adapt to challenges and influence FEHHS staff to deliver their strategic and operational priorities.

Medway Stakeholders

The post-holder is expected to have, maintain and build strong stakeholder relationships within the Medway and Kent region. These networks will become vital to enabling growth strategies and ensuring the provision delivered by FEHHS Medway meets local and regional needs.

With a proven track record of leadership, management, teaching and scholarship/research & knowledge exchange initiatives, including obtaining external funding, the post-holder will provide leadership in expanding our educational provision and set standards of excellence.

KEY ACCOUNTABILITIES

Strategy Development and Delivery

- Support the Head of: School of Health Sciences, School of Human Sciences, School of Education to develop and deliver on the Schools' strategic priorities based at the Medway campus.
- Support the development of the Health, Human Sciences and Education programme provision at Medway.
- Lead on deploying and delivering the Faculty/Schools' strategy and business plan to expand the programme and placement provision at Medway.
- Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies, meeting targets for Medway based provision.

School Management and Planning

- Under the direction of the line manager and in liaison with Heads of School, monitor and review the business operations, resources and income generation for the Medway based programmes to deliver their aims and objectives.
- Work with the Deputy Heads of School in managing the AWP whilst supporting APLs in managing the academic planning for academics based at Medway Campus.

Professional and People Leadership

- Act as an adviser to the Faculty and Heads of School on relevant matters pertaining to Medway, ensuring that expert

professional knowledge is maintained and developed.

- Under the direction of line manager and in liaison with Heads of School, manage, develop, and provide leadership to relevant members of the academic staff based at Medway campus.

Project Management

- Work internally with the Faculty Leadership team to embed projects for Medway campus.

Teaching and Student Experience/ Research and Knowledge Exchange

- Embed the following principles into the delivery at Medway campus:
 - **Creating opportunities for individuals and society.** Attracting, retaining and empowering staff and students to act as leaders in the equality, diversity and inclusion (EDI) agenda.
 - **Building Partnerships.** Critical focus on developing and expanding external partnerships, building and embedding innovative solutions that will accelerate our progress across multiple contexts.
 - **Delivering Impact.** Focusing on achieving short and medium-term milestones, tracking our progress towards our goals, and ensuring that they map to medium and long-term impact indicators.
- At Medway campus provide leadership to academic teams to in partnership with school leaderships teams:
 - To develop and enhance curricula, policy or initiatives in teaching and learning, research and enterprise, employability outcomes and the student experience at the leading edge of practice.
 - Determine the acquisition and management of resources to support teaching, student experience or subject-related work.
 - Champion and promote innovation in Learning, Teaching and Assessment including research-informed learning and teaching.
- Contribute to and support the development of teaching excellence.
- Contribute to and support the development of research and knowledge exchange.

Brand Ambassador and Advocate

- To act as a brand ambassador actively promoting the University, the Faculty and Schools to internal and external audiences, including, but not limited to, NHS Trusts, Schools, Local Authorities, Regulators and Professional Bodies, Quality Assurance providers and subsidiary education partners.
- Contribute to the University's national and international profile in research and knowledge exchange, learning and teaching and the student experience.

Partnership Working and Relationship Management

- Cultivate, develop and maintain good working relationships with internal and external bodies (including national and international organisations and industry contacts) to promote the work of the Schools, and secure support for their aims and objectives.

Representation

- Represent the Faculty and Schools as necessary on internal and external bodies, committees and boards, including attendance at local, regional and international activities.

Core Requirements

- Commitment to key strategic priorities of the Schools, Faculty and University, including the expansion provision for Medway.
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security. Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the University's Sustainability resource-efficiency the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practices relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested commensurate with the grade. This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the faculty delivers the required level of service.

LEADERSHIP BEHAVIOURS:

All senior managers will demonstrate the following leadership behaviours:

Leads Authentically and Inclusively

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to drive performance improvement where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential. Is aware of their biases and preferences and seeks out and considers different views and perspectives to inform

decision-making.

Leads Change

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximizes future opportunities and possibilities. Fosters a growth mindset.

Builds Trust

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

Thinks and Acts Strategically

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based upon a clear set of values.

Develops effective networks and partnerships both internally and externally. Actively refers to the University's strategy and contributes to the student experience.

Personally Effective

Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

Pro Vice-Chancellor (PVC/Executive Dean) and members of the Senior Leadership team, Head of Schools, Deputy Dean, Associate Deans and Faculty Operating Officer.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Thorough understanding of HE sector in the UK and relevant regulatory bodies.
- Good knowledge of key policy issues at institutional, national and sector-wide levels.
- Proven track record of contributing to developing and expanding placements with external stakeholders.
- Proven track record of teaching and programme delivery excellence.
- Proven track record of enhancing educational and wider student experience outcomes.
- Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence.
- Proven, sustained track record of impacting the education and wider student experience-focussed work of others through mentoring, training and supporting their development.
- Proven track record of leading education or subject level projects and initiatives, including winning external funding bids.
- Working knowledge of quality assurance/ enhancement and academic standards.

Desirable Criteria

- Have previously led the creation of a new centre of education provision.

SKILLS:

Essential Criteria

- Excellent leadership skills, including the ability to motivate a large and diverse workforce to achieve high levels of individual, team and organisational performance.
- Well-developed interpersonal and communication skills with the ability to motivate and influence others.
- A broad understanding and appreciation of common and unique aspects of teaching, professional practice and research.
- Well-developed organisational and management skills.
- Capacity to listen and consult, good negotiation skills.
- Strong decision-making skills, able to assess information accurately and effectively, and take ownership of results.
- Well-developed project management skills and the ability to use innovation and creativity to solve complex problems.

Desirable Criteria

- N/A

QUALIFICATIONS:

Essential Criteria

- PhD degree or equivalent professional practice experience in a relevant subject.
- Fellow, Senior Fellow of HEA, or significant teaching experience.
- Postgraduate teaching qualification.

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.