CANDIDATE BRIEF
Deputy Manager (Teaching), Inter-Disciplinary Ethics Applied (IDEA) Centre, Faculty of Arts, Humanities and Cultures

Salary: Grade 6 (£27,025 – £32,236 p.a.)
Reference: AHCIE1008
Closing date: 26 November 2018
Fixed term appointment 12 months
Deputy Manager (Teaching)
Inter-Disciplinary Ethics Applied (IDEA) Centre
Faculty of Arts, Humanities and Cultures

Would you like the opportunity to be part of a small but successful team supporting an interdisciplinary centre, which makes a major contribution to teaching across the University, as well as research and consulting in ethics? Do you have excellent organisational, communication and IT skills along with an interest in supporting academic staff and students in a Higher Education context?

This role focusses on support for student education activities and is closely linked with the Student Education Service (SES) within the Faculty of Arts, Humanities and Cultures (AHC).

As Deputy Manager (Teaching) your primary responsibility will be to organise the Centre’s inter-disciplinary ethics teaching within programmes of study across the University and the Centre’s own modules and taught programmes (mainly postgraduate).

This involves working with academic and administrative staff across the University.

The role will suit an experienced administrator who thrives on making things happen and responding to challenges in an organised and efficient way.

What does the role entail?

As a Deputy Manager your main duties will include:

Co-ordinating the Centre’s UG and PGT teaching across the University
- Liaise with academic staff and timetablers in schools and faculties to schedule the Centre’s teaching across the University and make arrangements for the recruitment and payment of part time staff

- Manage the work loading, scheduling and allocation of teaching work, maintaining complex data in written and spreadsheet form

- Organise schedule of Ethics Thread Team meetings in line with Faculty partnership agreements and terms of reference, ensuring timely circulation of agenda, actions, curriculum plans and teaching schedules.
• Collect, process and monitor teaching data (management information) required by the University, for the resource allocation model, academic staff questionnaire, time allocation schedule, HESA etc.

Administration of the Centre’s taught programmes and modules

Responsibility for:

• Admissions – using the University’s CRM, dealing with enquiries, management of the application process through to registration

• Supporting academic staff in timetabling, teaching allocation and assessment scheduling, module assessments, attendance monitoring, module and programme reviews

• Maintaining Student Records (Banner reporting, change of modules, fees, extensions etc.) and updating of documentation (fees, timetables etc.)

• Providing support to IDEA students, assessing their circumstances, providing support and guidance on academic policy issues, and referring on to specialist support services as appropriate

• Supporting the Centre’s committee meetings and examination boards

• Working with the Centre Support Officer and Programmes Director to inform student recruitment and marketing, and to oversee the organisation of student oriented events e.g. graduation, healthcare ethics colloquium and recruitment events.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

**What will you bring to the role?**

As a Deputy Manager you will have:
• Educated to degree level or substantive relevant work experience.
• Experience in a role with significant administrative duties in a Higher Education Institution.
• Excellent organisational skills, attention to detail and high level of accuracy.
• Ability to prioritise a complex and demanding workload with competing deadlines, and to work under pressure.
• Ability to be flexible, proactive and resourceful in taking responsibility for an area of work, solving problems within a constantly changing environment.
• Ability to work cooperatively as part of multiple teams.
• Excellent interpersonal skills with the ability to work with a variety of students and staff, including academics, at all levels.
• Ability to use and manipulate complex information and processes, and work with others to make changes and devise solutions to problems.
• A high degree of competence in the operation of Excel spreadsheets
• Excellent general IT skills and a willingness to develop further capacity.

You may also have:
• An ability to understand and engage with the academic mission of the Centre.
• Experience of working in an administrative role in an educational setting
• Experience of using online records management tools such as CRM, Banner, VLE (Minerva)

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.
Contact information

To explore the post further or for any queries you may have, please contact:

Kathryn Blythe, IDEA CETL Administration Manager
Tel: +44 (0)113 343 37794
Email: K.Blythe@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any ‘unspent’ criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.