



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Director of the Lifelong Learning Centre, Professional Services



Salary: Grade 10 (Competitive Salary)

Reference: CSLLC1073

Closing date: 13 January 2019

Director of the Lifelong Learning Centre Professional Services

Are you able to provide effective leadership and to find imaginative ways to maintain and develop the University's reputation for excellence in student education?

The Lifelong Learning Centre (LLC) plays a vital strategic role in delivering the commitment of the University of Leeds to inclusion and widening participation. This is both about our sector-leading work with mature learners and in the provision of intensive foundation years for students of all ages from disadvantaged backgrounds. The Centre's approach is to be proactive across the whole student lifecycle. It offers sustained outreach and preparatory provision, bespoke programmes, including professionally-related degrees and apprenticeships, and developmental support at all stages to enable students to realise their potential.

The LLC is both an academic school and central service, combining delivery of undergraduate degrees and progression pathways (c650 total registrations p.a.) with responsibility for the support of mature undergraduates across the University. It benefits from a very strong team culture, with shared commitment to delivering an exceptional experience for students through effective partnerships between academic, student support and administrative colleagues. There is also clear recognition that lifelong learning is a dynamic area in which continuous improvement and creative engagement with new circumstances are vital for ongoing success. For further information about the LLC please see: www.llc.leeds.ac.uk.

With the current Director of the LLC retiring in summer 2019, the University is looking to appoint a successor who can build on established excellence and take the LLC forward to address the opportunities and challenges of the future. You will have:

- strong strategic capabilities grounded in vigorous and informed commitment to widening participation and mature learners;
- outstanding leadership qualities, creativity, and the ability to work at senior levels including with employers and other external organisations.



What does the role entail?

As Director of the Lifelong Learning Centre, your main duties will include:

- developing the vision for the Centre in line with the University's strategic priorities for student education;
- being responsible for the strategic direction of the Centre, leading the delivery of the vision for excellent academic provision and services for mature and widening participation students in the context of a research-intensive, international university;
- the planning, co-ordination and development of both the academic delivery and support functions of the Centre;
- cultivating and developing relationships with employers to continue the strategic growth of Higher and/or Degree Apprenticeships;
- establishing effective and collegial relationships and working practices with senior leaders and stakeholders across the University including working in partnership with the Research and Innovation Service and Nexus to grow placement and internship opportunities for LLC students;
- providing inspirational and supportive leadership to the Centre's academic and service staff;
- leading the development and maintenance of partnership working with schools, faculties and relevant services to promote and fulfil the University's commitment to widening participation and inclusion;
- delivering against the University's widening participation targets, as defined in its Access and Participation Plan;
- playing an active role in the annual preparation of the Access and Participation Plan;
- management of resources, planning, budgets and allocations in respect of all types of accounts within the Centre, ensuring the control of expenditure in relation to the delivery of the strategy;
- the support and welfare of staff in the Centre and students on programmes offered by the Centre;
- preparation of reports on the LLC to the University Council and Senate, as required;
- ensuring the compliance of the Centre with the wider policies of the University (for example, finance, teaching quality, health and safety, purchasing, HR matters) and seeing that appropriate measures are in place to deliver such compliance, especially in teaching quality assurance;
- representing the Centre on the relevant University committees and, as appropriate, representing the University on outside bodies.



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 Director of the Lifelong Learning Centre, you will have:

- a track record of effective strategic leadership and change management in higher education;
- a proven commitment to widening participation informed by understanding of a range of constituencies such as mature learners, part-time students, those on foundation years or in higher and degree apprenticeships;
- demonstrably excellent leadership, communication and negotiating skills;
- experience in managing staff, with evidence of team building, collaborative leadership and highly developed interpersonal skills;
- experience of successful curriculum development and the creation of innovative programmes in response to changing markets and employer needs;
- a track record of collaboration and team work, preferably including academics and academic departments in a higher education context, including senior managers;
- a proven track record of working with a wide range of partner organisations, and of developing productive local and regional collaborations;
- a demonstrable ability to handle the financial aspects of the role;
- strong and proven organisational skills;
- evidence of active engagement with, and a thorough understanding of, national debate and policies on widening participation and lifelong learning in higher education.

You may also have:

- a successful track record of strategic leadership in relation to widening participation in higher education, including work with mature students;
- appreciation, from experience, of the expectations and culture of a research-intensive university;
- experience of a range of different roles and settings within HE;
- experience of successful development and delivery of Higher and/or Degree Apprenticeship programmes;
- experience of innovation in flexible blended learning;
- marketing and/or outreach skills and experience, preferably in a University context;
- evidence of active engagement with scholarship in the field, which might include a record of publication and research award.



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.

As part of the application process, you will be required to upload the following documents:

- A CV;
- A statement detailing how you meet the criteria.

Contact information

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

Professor Tom Ward, Deputy-Vice-Chancellor: Student Education

Tel: +44 (0) 113 343 5000

E-mail: dvc.se@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.

