



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Programme Manager for Science, Lifelong Learning Centre**



**Salary: Grade 8 (£40,792 - £48,677 p.a.)**

**Reference: CSLLC1084**

**We will consider flexible working arrangements**

## **Programme Manager for Science Lifelong Learning Centre (LLC)**

**Do you have significant teaching experience in a STEM subject, with experience of delivering high quality student education? Are you able to lead a team to create a first-class student experience? Do you want to be part of a multi-disciplinary team committed to promoting opportunities and support for students from diverse backgrounds?**

As Programme Manager you will exercise strategic leadership and management of the development and delivery of science foundation years in the Lifelong Learning Centre. The science foundation year programmes provide students with a stimulating and supportive environment in which to acquire knowledge and skills for progression to a range of science degrees across the University. They reflect a strong emphasis on widening participation, both for adult and younger students, and also make provision for those who wish to pursue a science degree but lack prerequisite subjects at A level.

You will play an important role in the strategic direction and operational management of the programmes and provide leadership to the science team. Our current foundation years are under review and we are looking for someone to manage the next stage of developments. In addition you will take the lead in partnership working both within the University and externally. This will involve working with faculties and schools to optimise the effectiveness of the science foundation years as tools for widening participation and building relationships with external partners to represent this area of work.

For further information about the Lifelong Learning Centre and the current science foundation years, please see our website: <http://www.llc.leeds.ac.uk/> and the programme details <http://www.llc.leeds.ac.uk/course-directory>

### **What does the role entail?**

As Programme Manager your main duties will include:

- Developing and implementing a clear strategic plan for science provision within the LLC including appropriate outreach activity;



- Building and maintaining effective partnerships with faculties and schools to ensure that the foundation programmes are responsive to their needs and effectively prepare students for progression to degrees at the University of Leeds;
- Supporting recruitment to the programme through the establishment of partnerships with relevant schools, colleges or employers;
- Managing selection and admissions processes for the programmes including provision of appropriate information and advice to potential applicants, dealing with applications, interviews and offer/reject decisions;
- Keeping up to date with national initiatives and networks relevant for science education, widening participation and the provision of foundation years to ensure that programmes at Leeds are informed by and, wherever possible, leading good practice in the field;
- Take a proactive stance to the continuous development of the curriculum and pedagogy including imaginative use of technology-enhanced learning in a blended learning context;
- Ensuring that programme delivery, student support and administrative processes achieve a high quality student experience which conforms to University policies such as the Leeds Curriculum, Partnership Agreement, Leeds for Life and Blended Learning strategy;
- Developing initiatives to support students in their transition to HE, including through preparatory activities and effective induction processes;
- Exercising management responsibility for all aspects of programme delivery including line management of designated staff;
- Undertaking teaching, including assessment and examinations;
- Being responsible for the delivery of student support including induction events, tutorials, one-to-one support, guidance, careers development and referral, as needed, to other services;
- Creating and sustaining strong links with students who have progressed from the foundation years to enable mentoring of current learners, identify role models to support recruitment and inform future development through tracking and evaluation of progress;
- Providing for the quality management and enhancement of the programmes and their assessment procedures through systematic monitoring, partnership with moderators and the external examiner, effective feedback from students and other stakeholders and the production of reports and statistics;



- Share responsibility for the strategic and operational working of the LLC through active membership of committees or working groups as required.

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 Programme Manager you will have:

- The ability to develop and implement a clear vision for foundation year provision in science within the context of the University's commitment to widening participation;
- Experience of working in partnership, establishing effective working relationships both internal and external to the University;
- A relevant honours degree and current scholarship as the basis for module teaching and strategic academic leadership;
- A relevant teaching qualification and/or Fellowship of the Higher Education Academy (or equivalent professional experience);
- Experience in the development and delivery of high quality student education in STEM (relevant to the foundation year curriculum);
- Demonstrable creativity in curriculum development and the ability to inspire others;
- Strong skills in strategic leadership, management and administration;
- Proven expertise in the provision of learner support and skills development for undergraduates including the ability to work effectively with diverse learners such as those returning to study as adults and students from communities that are under-represented in HE;
- Commitment to continuing professional development in terms of relevant scholarship and professional practice and as an educator in an HE context;
- Availability to work a flexible week which involves some evening and occasional Saturday working.

You may also have:

- A relevant higher degree;
- Proven experience of programme leadership;



- Knowledge of, and experience of working with, relevant professional stakeholders.

## How to apply

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

## Contact information

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

**Vivienne Griggs, Deputy Director (Student Education)**

Tel: +44 (0)113 343 7893

Email: [v.m.griggs@leeds.ac.uk](mailto:v.m.griggs@leeds.ac.uk)

## Additional information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto: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.

