



**Leeds University Business School
Undergraduate Office**

Director of Undergraduate Student Education

You will develop, promote and deliver the Faculty's learning and teaching strategy and objectives at undergraduate level as well as overseeing the development and enhancement of the undergraduate portfolio of programmes and the undergraduate student academic and co-curricular experience. The Director will be a key member of the team within the Faculty, led by the Pro-Dean for Student Education and including the Divisional Directors and the Faculty Student Education Manager, responsible for delivering the Faculty strategy for student education. You will be required to take responsibility for leadership on specified initiatives, for example, student engagement or assessment and feedback, across all levels of study. Acting as a conduit between academic and professional staff, the Director will ensure an effectively joined up approach to the academic and operational aspects of managing the student experience. With responsibility for the strategic development of student opportunity at undergraduate level, you will lead on initiatives and establish partnerships which boost employability and enrich learning and teaching.

The role has a 20% teaching commitment and you will deliver teaching on undergraduate programmes, disseminating good practice across the Faculty and responding proactively to student feedback. You will be an experienced teacher, with academic credibility and influence, who can demonstrate excellence in teaching at degree level and in leadership of learning and teaching. You will also be an excellent communicator with the ability to work in partnership with a wide range of staff.

Further information about the Faculty is available using the following web link:
www.business.leeds.ac.uk

University Grade 9 (£47,328 to £54,841 per annum)

Informal enquiries may be made to Nick Scott, Pro Dean for Student Education at n.g.scott@leeds.ac.uk

If you have any specific enquiries about your online application please contact the Faculty HR Team jobs@lubs.leed.ac.uk

Ref: LUBSC1042

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Pro Dean for Student Education

Responsible for: International and Employability Tutors

Main Duties and Responsibilities

To work closely with the Pro Dean for Student Education to further develop the faculty's learning and teaching strategy and objectives at undergraduate level. Oversee the development and enhancement of the undergraduate portfolio of programmes and the student undergraduate academic and co-curricular experience. To work as part of a team consisting of the Pro Dean for Student Education, the Postgraduate Director of Student Education, the Faculty Education Service Manager and the Divisional Directors of Student Education to lead and manage student education within the Faculty, ensuring the quality of provision and the delivery of a world class student experience at undergraduate level.

Key responsibilities:

- As a member of a team consisting of the Pro Dean for Student Education, the Director of Postgraduate Education, the Faculty Education Service Manager and the Divisional Directors of Student Education, lead and manage student education within the Faculty.
- Further develop and implement a School Undergraduate learning and teaching strategy, in line with the Faculty's Strategy for Student Education. This will include supporting the Pro Dean for Student Education in Faculty activities, such as leading and participating in Faculty groups and initiatives, involvement in Faculty reviews, and membership of relevant Faculty committees.
- Responsible for ensuring arrangements are in place for quality assurance of Faculty undergraduate programmes and the academic student experience.
- Responsible for ensuring appropriate responses are made to internal and external reviews such as Association for the Advancement of Collegiate Schools of Business (AACSB) and European Quality Improvement System (EQUIS).
- Ensure that the Faculty's portfolio of undergraduate programmes remains strategically and academically strong, reflecting integration with the Faculty's and University's research activities and retains financial and market viability, promoting curriculum change, academic coherence and development as appropriate, liaising with external stakeholders, identifying and evaluating opportunities for new programmes of study (including interdisciplinary programmes and collaborative activity) and external and internal funding opportunities for curriculum development.
- Promote and co-ordinate quality enhancement, with particular respect to ensuring effective and high quality learning, teaching, assessment and student support practices. This should include the promotion of Faculty, University and national initiatives in learning and teaching and the academic student experience.

- Take a lead role in promoting the Faculty's excellence in student education nationally and internationally.
- Develop and lead pedagogic developments relating to learning and teaching to a level recognised for external excellence.
- Further develop and implement the Faculty's strategy for employability of undergraduate students.
- Provide academic leadership and direction to Professional Development Hub staff responsible for the delivery of work placement, study abroad and professional mentoring at undergraduate level. Promote theoretically informed and innovative approaches to learning and teaching activities across the Faculty, University and externally.
- Take a lead role in promoting outstanding student feedback, including by promoting and encouraging the completion of surveys amongst students, inspiring and co-ordinating student feedback.
- With the Undergraduate Student Education Service Manager, ensure that the academic and operational aspects of managing the student experience are joined up effectively.
- With the Director of Taught Postgraduate Studies and the Faculty Education Service Manager, be responsible for the overall management of assessment procedures.
- Manage complaints and disciplinary matters that are made at Faculty level relating to undergraduate programmes and co-ordinate the drafting of responses to any appeals received from undergraduate students.
- Oversee the development and management of advanced standing schemes, including the co-ordination of any curriculum changes with partner institutions.
- Oversee the effective co-ordination of links between Business School academics and academics in other departments for the management of joint honours programmes.
- Undertake teaching and module leadership at undergraduate level, collecting and responding to feedback, providing timely assessment and providing general support and guidance to students.
- Make an effective contribution to the management and administrative processes and committee structures of the faculty and university.
- Involvement in the recruitment, management and development of staff, with specific responsibility for line management of the Employability Tutor and International Tutor, and act as a mentor to more junior/less experienced colleagues.
- Supervise students undertaking research projects as appropriate.
- Maintain an external profile within learning and teaching or own subject area, at a level appropriate to the discipline.
- Chairing Faculty Committees and Working Groups.
- Managing arrangements for students presenting special circumstances with the support of the UG Student Support Team.

General:

- To contribute to the development and achievement of University and faculty strategy within the context of an international, research-led university.
- To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post.
- Adhere to University values and standards, including the Leadership and Management Standard, and in line with University policies and procedures and local faculty/ benchmarks as appropriate, upholding high professional standards and leading by example.
- To be aware of and work in line with the University's learning and teaching partnership agreement and work with our students as members of a learning community to provide world class education and an excellent student experience.
- To maintain own continuing professional development.
- To maintain a safe and healthy work environment, including ensuring compliance with health and safety legislation and the undertaking of appropriate risk assessments.
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.
- The promotion of values and collegiality within the academic community.
- Actively promoting and engaging with the objectives of our valuing and developing all our staff agenda via compliance with the University's People Management Framework to ensure high standards of employment practise across the School.
- Any other duties appropriate to the level and responsibilities of the post.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. The scope for this job may grow over time, allowing possible progression should the post holder demonstrate the skills and a wish to develop and increase their responsibilities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>

Person Specification

Essential

- A teaching qualification and experience of teaching at University or an equivalent level in a business related subject.
- A proven track record of having successfully taught and organised taught modules at undergraduate level.
- Experience of quality assurance and enhancement processes.
- Ability to demonstrate innovative approaches to curriculum development.
- Able to demonstrate leadership skills, including ability to inspire and influence colleagues.
- A high level of interpersonal and communication skills.
- Ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from teaching.
- Ability to work as part of a team and to develop working relationships across teams.
- Ability to work effectively, responsibly, independently and under pressure.
- Experience of contributing to external accreditation processes.
- Ability to collaborate with professional support (Student Education) staff.
- Experience of student support issues and feedback.
- Commitment to own personal development.

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Learning and Teaching Award

The Senate of the University has agreed that all newly appointed staff with a contract of 50% of full time equivalent and above who have a teaching role and are deemed new to teaching in HE should be required to complete successfully all of the requirements of the University of Leeds Teaching and Research Award (ULTRA) or an appropriate alternative. Whether or not this applies to you will be decided as part of the appointment procedure at interview.

Further details of the ULTRA are available at <http://www.sddu.leeds.ac.uk/sddu-ultra.html>

Staff with contracts of less than 50% of full time equivalent may take the ULTRA provided that they have a broad enough range of teaching and assessment to complete the requirements of the programme. This will be decided in conjunction with the School and the course providers.

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the Leeds – Main Campus. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.