

## Faculty of

**Date last reviewed:** July 2013

**Dept:**

**Title of post:** Programme Lead

**Grade of post:** Grade 12

**Post number:**

**FT or % P/T:** FT

**Permanent/Temporary:** Permanent

**Principal location of work:**

**Immediate line manager:** Head of Department

**Staff managed:** Academic team members within the programme areas as directed by the Head of Department or PVC/Dean.

**Qualifications required for post:** A higher degree in a subject offered within the Department

**Experience required for post:** Experience of successful leadership at programme level, delivered by effective team working and engagement with students.

**Overall purpose of post:** To provide successful leadership of a suite of programmes, leading to high student achievement and high levels of student satisfaction. To assist the Head of Department in the day to day management of the Department. To lead programmes in their implementation of the University strategy for enhancing the student experience, including the enrichment of teaching and learning by research. To undertake teaching and research in the Department.

**Main duties:**

1. To manage and play an active role in the leadership of the programme area and department, working with the Head of Department and faculty senior team to realise the objectives established in the faculty and University strategy. To contribute towards the leadership of the faculty.
2. To lead the development of the programme(s) by monitoring and actively enhancing academic standards, taking account of sector trends, stakeholder perspectives, NSS results, the criteria established through the Research Excellence Framework and the work of the HE Academy.
3. To monitor and actively enhance the quality of academic performance of the programme area & department. To lead on QA activities, including validations and periodic reviews. To chair examination & programme committees and liaise with external examiners.
4. Where appropriate, to lead activity in relation to accreditations with professional bodies, and preparations for external quality inspections and reviews.

5. To lead the development and implementation of pedagogic best practice within the department's programmes to cultivate a commitment to excellence in all aspects of teaching, learning and assessment. To facilitate the achievement of consistently high academic standards. To be responsible for a high quality student experience as evaluated against a range of internal and external benchmarks.
6. To promote the work of the faculty and department in their external constituencies and peer communities.
7. To actively engage in recruitment and conversion activities, including Open/Applicant Days.
8. Plan, manage and monitor the use of the human, financial and physical resources that are allocated to the programme.
9. Working closely with the Head of Department and the Associate Deans, manage the work of the academic staff who deliver the programme(s), including: the allocation & monitoring of teaching workloads, staff development, conduct, PDRs and performance.
10. To foster an environment within the programme which promotes excellent research, scholarship and knowledge transfer among all colleagues and which maximizes the links between research/knowledge transfer activities and the teaching content of all programmes.
11. To actively contribute to programme analysis and strategic planning for the programme area, taking account of the wider context of the department and faculty.
12. To ensure that the University's Strategy for Enhancing the Student Experience and associated strategies are fully reflected in the delivery and content of all programmes.
13. To foster student engagement.

**In addition the University expects all academic staff to undertake the following responsibilities:-**

- To teach students using appropriate instruction methods such as lectures, tutorials, seminars and other formal pedagogic work and to mark and assess students work, and to invigilate
- To supervise students' projects and dissertations and to supervise students engaged on higher degree work by research
- To undertake relevant personal and collaborative research with the intent of producing high quality research outputs in line with the Faculty's Research Strategy, to seek funded research opportunities, and to engage in scholarly activity
- To undertake and lead curriculum development work including identification of student requirements, planning, development, evaluation and updating of courses and course materials and to supervise course provision
- To care for the pastoral needs of students by giving them academic counselling and guidance and, where appropriate, guidance on where they may find any further help needed
- To manage and administer programmes and education processes including the administration and management of education and training programmes, and to undertake publicity and public relations work
- To advise, coach & support colleagues using personal knowledge and experience, and to mentor colleagues and supervise the work of Associate Lecturers, as appropriate
- To participate in, and in some cases, lead on the administrative processes of the institution including committees and working groups
- To undertake income generating activities including the promotion and marketing of continuing professional development activities, short courses and consultancy work
- To represent the institution on or to appropriate external bodies, as appropriate

- To participate in staff development and review processes and in service training, and to work to the objectives and targets set by the line manager

To undertake such other leadership and management duties commensurate with the grade and level of responsibility of this post, and for which the post-holder has the necessary experience and/or training