

Job Title	Associate Dean (Teaching, Education and Student Experience)
Faculty/ School/Department	
Grade	MA6
Version number	v 1.0
Date	February 2022
Responsible to:	Faculty PVC/Executive Dean
Responsible for:	N/a

Job Purpose

The University regards the Associate Dean, Teaching, Education and Student Experience (AD TESE) as key to the successful delivery of the mission and objectives of the University and is central to the delivery of the University's Strategy 2025, and related strategic plans.

Reporting to the Faculty PVC/Executive Dean, with a dotted line to the DVC Academic, and to the PVC Learning and Teaching, the AD (TESE) will provide strong, dynamic and inspirational leadership for the Faculty enabling it to contribute to the achievement of the University's mission to be both the University for Birmingham, and a University with a global reputation for high quality education and research.

The AD (TESE) will be responsible for creating and sustaining a high-quality, supportive and inclusive environment which empowers the development of all students to transform their lives through high quality education and to achieve their full potential on graduation. The AD (TESE) will be responsible for strategic leadership of all aspects of education provision within the Faculty, including quality, standards and enhancement activities, working with Heads of Schools and academic colleagues to deliver student outcomes in line with the University strategy and a student learning experience that is recognised by our students as inclusive and reflective of their needs, and externally as outstanding.

Main activities and responsibilities

1. Provide strategic leadership of education and the student experience through membership of the University's Learning, Teaching and Quality, and Student Experience, Committees, and membership of the Faculty Executive Group.
2. Create and sustain a high-quality and inclusive education and student learning environment, which empowers the development of academic teachers; enables high quality learning opportunity; and supports the conduct of excellent teaching and student learning in line with University expectations and strategic plans.
3. Manage the implementation of the University's strategies relating to learning, teaching, enhancement, and all aspects of the student experience in the Faculty and working with the Faculty's collaborative partners.
4. Deliver leadership, development and support across the Faculty, and with collaborative partners, on all aspects related to the achievement of student outcomes and student success including transition, retention, progression, achievement, employability, satisfaction and engagement.
5. Manage performance against student success targets including retention, progression, achievement, employment and satisfaction and work with the Deputy VC Academic, PVC Learning and Teaching, and the Faculty PVC/Executive Dean, Deputy Dean and other senior professional service managers to address under-performance against targets.

6. Lead and manage the review of the quality and standards of Faculty programmes and implement the University's Quality Assurance principles and procedures and any additional PSRB requirements.
7. Ensure that equality, inclusion and diversity are central to the faculty's development and management of the student experience, including targets and their measurement, supporting the University's delivery of the Access and Participation Plan.
8. Lead for the Faculty on student surveys including the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), the International Student Barometer (ISB) and internal University module and programme surveys, supporting other senior managers in identifying and following through on necessary actions.
9. Lead for the Faculty on teaching and learning, student experience, digital, inclusive and practice-based curriculum working with the EDS to provide pedagogic professional development and to support staff in achieving Advance HE Fellowship accreditation and external recognition.
10. Work with Heads of School and their leadership teams to ensure that the quality of teaching and learning in the faculty is monitored and reviewed, that good practice is shared and unsatisfactory performance addressed.
11. Work with Heads of School and their leadership teams to ensure students receive a learning experience of high and improving quality and to address unsatisfactory performance.
12. Lead the periodic strategic renewal of the faculty's taught undergraduate and postgraduate portfolio to meet the developing student needs and to enhance graduate employability.
13. Foster, develop and disseminate innovative good practice within curriculum development and ensure these are applied through novel and inventive teaching and learning strategies in all Faculty undergraduate and postgraduate programmes.
14. Responsible, with Heads of School, for the management and quality of placement learning and dealing with concerns/issues relating to employers/sponsors of students.
15. Responsible for overseeing the wider student experience in all aspects of student life and support (including support for disability) liaising with professional services and the Student's Union.
16. Support the development and delivery of high-quality education and student experience delivered at home and overseas partner sites, through TNE and other arrangements including Branch Campuses.
17. Chair appropriate committees and sub-committees to include [*inter alia*] the Faculty Equality Diversity and Inclusion Committee; Student Voice Committee; Heads of Department and Course Leaders Fora; Faculty Student Council and to serve as the Faculty representative on the University level committees that cover these areas.
18. Provide leadership and management to specific staff as defined by the role and any other staff as agreed with the Faculty PVC/Executive Dean, including the setting of objectives, performance management and review.
19. Accountable for good governance of the faculty's education, teaching and learning activities, ensuring the expectations of the University's learning and teaching plan are fully met
20. Liaise, co-operate, collaborate, and communicate effectively with colleagues both within the Faculty and the wider University including central and professional service functions and to share good practice, innovate and improve performance to create a culture of continuous quality enhancement within the faculty.

21. Undertake any other duties as appropriate to the role and agreed with the Faculty PVC/Executive Dean including Deputising for the Faculty PVC/Executive Dean as required.

Additional Key Requirements:

Managing people and resources

Provide leadership to the faculty's teaching and learning community.
Lead and manage own projects with overall responsibility for the organising and deployment of resources within own areas of responsibility.
Undertake regular appraisal reviews of staff as appropriate, ensuring clear performance expectations and supporting personal development plans are agreed, as well as encouraging the continuous professional development of staff within area of responsibility.
Manage devolved budgets.

Communication

Create and maintain strong and influential working relationships at all levels within the University and externally.
Act as a spokesperson and representative of the University within key external networks.
Be routinely involved in complex and important negotiations internally and with external bodies.

Teamwork and collaborative working

Work with the Faculty PVC/Exec Dean to develop and communicate a clear vision of the Faculty's strategic direction.
Ensure the delivery of Faculty plans underpinning the University strategy.
Develop and lead major external partnerships and collaborations and foster interdisciplinary team working.
Promote a collegiate approach and develop team spirit and team coherence.

Initiative, problem solving and decision making

Supporting the Faculty PVC/Exec Dean to determine and manage the allocation of resources within the Faculty.
As a member of the Faculty's Senior Team, make strategic decisions on Faculty plans and objectives.
Contribute to the strategic direction of the University through participation in University Committees etc.
Lead the development of new and creative approaches to achieve strategic goals.
Initiate new and original solutions to problems.

Work environment

Exercise overall responsibility for health and safety in own areas of responsibility.
Ensure that appropriate risk management processes are operational.

Person Specification

1. Proven ability to provide clear and effective leadership to the Faculty, promoting a sense of collegiality and ambition, encouraging productivity to ensure that the key aims, and objectives of the University's various relevant strategies are embedded and realised within the Faculty in a coherent and consistent way.
2. Sustained record of effective strategic leadership in academic practice and academic development as a key contribution to a high-quality student learning experience.

3. Extensive knowledge and understanding of appropriate methods for teaching, learning and assessment; how students learn; the use and value of appropriate learning technologies; employability; student satisfaction and engagement; and methods for evaluating the effectiveness of teaching.
4. Successful track record of designing effective: learning activities; programmes of study; teaching and learning support; assessment and feedback; student engagement; learning environments and innovative approaches to student support and guidance.
5. Ongoing engagement in continuing professional development in subject / discipline and in pedagogy, incorporating research, scholarship and/or the evaluation of professional practices. Successful co-ordination, support, supervision management and/or mentoring of others (whether individuals and/or teams) in relation to the student learning experience.
6. Sound knowledge and understanding of the changing regulatory environment including OfS, DfE, EPAS, Ofsted and their implications for quality assurance and quality enhancement for academic and professional practice. In addition, experience and understanding of other relevant professional, statutory and regulatory body requirements is essential.
7. Significant experience of people management, budgetary control, curriculum and programme development and allocation of resources.
8. Commitment to a strong and robust inclusion, equality and diversity agenda in all aspects of teaching, education and the student experience.
9. Strong interpersonal, communication and team working skills.
10. Ability to contribute and potentially lead other University wide projects as appropriate.
11. A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required.

Professional Status

12. Doctoral level qualification in a relevant or cognate discipline is not essential, but is desirable.
13. Principal Fellowship under the Advance HE's UK Professional Standards Framework (PSF) is not essential, but is desirable.
14. Professorial status, or the eligibility to be awarded professorial status upon appointment is desirable.
15. Research active, and research engaged with evidence of external contribution to discipline and knowledge creation.

In addition, the following specialist expertise, skills and experience is desirable:

16. Experience of successful interaction between Higher Education, industry or commerce, research and professional bodies.
17. External examining experience.
18. Involvement with external quality assurance agencies.
19. Successful incorporation of subject and/or pedagogic research as part of an integrated approach to academic practice.
20. Experience of working with collaborative, validated and franchised programmes.
21. Successful engagement in the design and delivery of continuing professional development in relation to teaching, learning, assessment, scholarship and related academic or professional practice.

Special requirements

Able to undertake duties at different premises including any University campus as required. National and international travel will be necessary from in order to attend conferences and events and effectively represent the University in key professional networks. Expected to work outside of normal office hours as required.

All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of the subject area.

Expectations of all staff

Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values.

In addition, Associate Deans are expected to be an active ambassador for the University and proactively identify ways to enhance the University's collective reputation.

Equal Opportunities

At Birmingham City University we are proud to be an equal opportunities employer. All staff are expected to understand and enact the University's commitment to ensuring equality, diversity and inclusion in our employment practice and in all that we do. This commitment is enshrined in our Core Values and is detailed in our Equality, Diversity and Inclusion in Employment Policy. The University values and celebrates the diversity of our staff and students; we welcome people from the many different backgrounds and life experiences that reflect the students and the citizens we serve. We are committed to equality of opportunity for all staff and actively encourage unique contributions, in particular from under-represented groups in respect of age, disability, sex, gender or gender identity, ethnicity, race, religion or belief, sexual orientation or transgender status.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.