

# Senior Faculty Officer (Teaching & Learning) (Internal Applicants Only)

Department	Strathclyde Business School ( <a href="http://www.strath.ac.uk/business/">www.strath.ac.uk/business/</a> )		
Staff Category	Administrative and Professional	Reference No	618197
Reports To	Faculty Manager	Grade	8
Salary Range	£45585 - £56021	Contract Type	Open Contract
FTE	1.0 FTE (35 hours/week)	Closing Date	18/08/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).	On Site Facilities	Car parking, sports centre, catering.
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

Strathclyde Business School (SBS) is a triple accredited business school, which offers a dynamic and varied programme of specialist and cross-disciplinary courses, both in Glasgow and across the world. As a leading international technological university, Strathclyde University is recognised for its world class research, knowledge exchange and educational programmes. As one of the University's four faculties, the Business Schools is a key part of the University with a student population of around 5000 students (undergraduate, taught postgraduate and research postgraduate) based across the world. Our vision to make a positive difference to the lives of its students, to society and to the world. We have a strong commitment to widening access and inclusion while maintaining academic quality and an outstanding student experience.

Applications are invited from candidates seeking an exciting new role within SBS. This is a pivotal role that oversees and drives forward teaching and learning operations for faculty-based programmes across undergraduate and postgraduate taught (including MBA) and postgraduate research programmes. The post holder will work in partnership with members of the Faculty Executive Group to implement and demonstrate success against the strategic goal of outstanding education and student experience as detailed in the institutional 2030 vision.

## Job Description

### Brief Outline of Job:

The postholder will have strategic oversight and responsibility for the delivery, planning and administrative management of the Faculty based portfolio of UG and PG programmes in Strathclyde Business School. You will actively lead and participate on continuous enhancements to operations and the student experience. Working in close collaboration with members of the Faculty Executive Group, academic and professional services staff, you will be a key senior member of staff responsible for delivering excellent and resilient teaching and learning operations.

### Main Activities/Responsibilities:

1.	Lead operations for the Faculty portfolio of programmes, through management of direct reports from the four main areas of responsibility including Undergraduate Admissions and Advising, Graduate Apprenticeships, MBA Operations, and PGR. Develop the capability of staff, motivating and mentoring colleagues to reach their full potential and meet set performance standards.
2.	Support the development and sharing of good teaching and learning practice, operational management and student experience throughout the faculty-based programme portfolio to encourage joint working and collaboration and enhance teaching and learning operations and student experience.
3.	Ensure professional and quality standards for teaching and learning activities are maintained across the portfolio, ensuring an outstanding student experience. Identify service and process improvements via the use of both internal (e.g., Learner Journey Dashboard, Module evaluations) and external indicators and data (e.g., NSS, League Tables, Rankings) to maximise service quality, efficiency and continuity.
4.	Effectively manage the relevant governance, legislative and regulatory compliance in both the UK and for international operations. In partnership with senior colleagues, develop a robust framework to support compliance with accreditation bodies, quality assurance processes, funding requirements (including apprenticeship compliance) and international governing bodies. Lead on relevant teaching and learning aspects of AMBA accreditation and provided input into AACSB and EQUIS submissions as required.
5.	Responsibility for the complex financial management of the portfolio. To include overseeing the management and setting of large budgets across the portfolio of programmes, ensuring that programmes are delivered on budget, and continually reviewing their financial performance.
6.	Build effective working relationships with external employers and partners, including corporate, academic and International Centre partners, to maximise engagement and collaboration.
7.	Represent the Faculty on University committees reporting on relevant issues and statutory requirements and providing insight and input to University strategy, policies and procedures as required.
8.	As part of a project team, lead on the operational development and planning, including developing financial business cases, for new teaching and learning opportunities.
9.	Work in liaison with a wide range of colleagues across the University and adopt a proactive approach to building and maintaining an appropriate internal network in order to ensure the delivery of a cooperative and collaborative approach, and effective communication and consultation.
10.	Keep informed of developments within the internal and external environment that might impact the delivery of objectives for initiatives within the postholder's responsibility, taking steps to mitigate risks and realise opportunities as required.
11.	Manage complex stakeholder issues including the investigation of complaints, escalated by direct reports as well as more generally across the Faculty.
12.	Undertake any other duties as required, including deputising for the Faculty Manager, MBA Director and the Vice Dean (Academic).

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 Educated to degree level or demonstrable professional experience across a range of roles with increasing levels of responsibility
- E2 Evidence of appropriate engagement in professional development activities.
- D1 Postgraduate qualification in relevant discipline

### Experience

- E3 Proven track record of leading a high-quality teaching and learning related service function, evidencing continuous improvement of service delivery.
- E4 Proven experience in managing, mentoring and developing staff and leading effective teams
- E5 Experience in financial management, including managing and controlling large and complex budgets.
- E6 Experience of internal and external partnership working, with evidence of the successful meeting of partnership objectives.
- D2 Experience of managing international programme delivery

### Job Related Skills and Achievements

- E7 Proven communication, presentation and interpersonal skills, including the ability to influence others.
- E8 Substantial knowledge and understanding of teaching and learning operations within a University setting.
- E9 Proven ability to manage and prioritise workload as well as competing demands from stakeholders
- E10 Ability to understand relevant professional, legal and regulatory frameworks and ensure compliance within area of responsibility.
- E11 Excellent IT and data analysis skills

### Personal Attributes

- E12 Ability to lead projects and initiatives.
- E13 Strong vision for the strategic development of teaching and learning enhancement related matters across the Faculty that align with those of the University.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Caroline Laurie, Faculty Manager ([caroline.laurie@strath.ac.uk](mailto:caroline.laurie@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Interviews for this post will be held towards the end of August 2024.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

