

# Deputy Director of Education Enhancement

Directorate	Education Enhancement Directorate		
Staff Category	Administrative and Professional	Reference No	475713
Reports To	Director of Education Enhancement	Grade:	10
Salary Range:	£63,673 - £67,541	Contract Type:	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	21/10/2022

## Job Advert

An exciting opportunity has arisen for a dynamic and forward-thinking professional to provide leadership and management within the Education Enhancement Directorate. Reporting to the University Secretary, the Directorate works in partnership with the executive academic leads for education: the Vice Principal, the Deputy Associate Principals (Learning and Teaching) and the Associate Principal, focusing on the delivery of outstanding education and student experience.

Working alongside the Director and Heads of Service, you will have responsibility for strategic, operational planning and implementation across the breadth of the Directorate activities, with a focus on student-centred delivery.

As part of the Education Enhancement Directorate senior management team, you will work proactively with the Director, Heads of Service, Senior Officers, faculties, professional services and the student community to support the implementation of the University's strategic targets for Strathclyde 2025 and beyond, recognising the University's ambitious plans for growth across postgraduate taught and postgraduate research populations.

The Education Enhancement Directorate delivers a broad range of services supporting the academic experience of students, in partnership with staff in faculties and other professional services including: Senate academic governance and management, quality enhancement and assurance, postgraduate research student development, online learning, educational technology, student surveys and analytics, and graduate & degree apprenticeships (see: [more about Education Enhancement](#)). We work in partnership with the Student Experience Directorate on all student-related matters. You will provide line management to the Heads of Service and with them, lead the implementation of Directorate plans, which underpin delivery across the teams, with a focus on ensuring a student-centred approach to the enhancement of education strategy, policy and practice for a diverse student population.

A key aspect of the role is a requirement to work at the interface between academic processes and the delivery of professional services to support effective learning, teaching, assessment and postgraduate student research. Working with an experienced and knowledgeable Directorate leadership team, you will bring outstanding leadership, planning and management skills, with the ability to instigate and deliver change and develop strong relationships across the University and beyond.

### Brief Outline of Job:

To lead on the implementation of services within the Directorate of Education Enhancement, to ensure reliable, efficient, effective and cohesive support is provided across all areas, in partnership with the Directorate senior management team. To deputise for the Director, to support and enhance the institutional infrastructure underpinning learning, teaching and postgraduate student research, aligned to the expectations of academic governance, diverse student populations and the wider UK quality and regulatory environment.

## Main Activities/Responsibilities:

1.	Provide leadership and co-ordination for the implementation of strategic and operational plans of the Directorate, aligned with the University's vision and strategy, clearly communicating a student-centred vision for education enhancement, establishing and delivering systems and structures to enable efficient delivery.
2.	Provide leadership and line management for the operational direction of Directorate staff, to ensure reliable, efficient, effective and cohesive support to agreed standards is provided across all areas and ensuring these are met.
3.	Provide leadership and support for appointing, leading, developing, motivating and managing staff within the Directorate, to support work productivity, wellbeing, development and performance to maximise the contribution of the Directorate, and personal growth of staff within.
4.	Provide leadership and support for the enhancement of the postgraduate research student experience, in partnership with senior stakeholders, faculties and professional services, to support the strategic priorities of the Strathclyde Doctoral School.
5.	Lead and co-ordinate effective engagement with StrathUnion sabbatical officers and the student representative system to ensure a student-centred approach to the enhancement of policy and practice across education delivery and systems, in partnership with the Directorate of Student Experience.
6.	Provide leadership and co-ordination for the effective management of serious student concerns, complaints and wellbeing matters, relating to learning, teaching and assessment and associated matters, in partnership with the Student Experience Directorate, senior stakeholders, faculties and other professional services.
7.	Work with the faculties and other professional services to ensure that the University responds to a dynamic external environment, co-ordinating developments across disciplinary areas to ensure efficient use of resources, consistent quality of student experience and professional engagement with external partners.
8.	Provide leadership and co-ordination for efficient engagement with internal and external compliance frameworks relating to the University's legal and statutory obligations for the health and wellbeing of staff, management of data and information, the wellbeing of students, and alignment with external quality frameworks.
9.	Initiate and facilitate continuous improvement of processes and procedures within the Directorate and contribute to process improvement initiatives across the University as a whole.
10.	Lead and co-ordinate the delivery of business cases to ensure enhanced models of working, focused on enhancement, efficiency and partnership with the faculties and other professional services, supporting effective matrix working aligned to institutional priorities.
11.	Support the Director with the strategic planning, organisation, development, management and leadership of Education Enhancement, aligned to the strategic priorities and values of the University.

## 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 with extensive relevant experience

D1 Postgraduate qualification or membership of a professional body

### Experience

E2 Experience of leading, managing and developing teams within a large complex organisation

E3 Experience of managing change and ability to plan and shape the direction of specialist or professional areas of activity

E4 Experience of developing innovative solutions and contributing to strategic planning

E5 Experience of preparing verbal and written reports for senior level committees, boards and executive level audiences

E6 Demonstrable knowledge and understanding of key policy matters influencing the quality of the student experience

D2 Experience of managing complex casework and advising others involved in complex case work

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D3 Awareness and understanding of the postgraduate research student lifecycle in the UK Higher Education sector

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D4 Experience of developing and writing policy at an institutional level

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### **Job Related Skills and Achievements**

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E7 Track record of achievement at a professional level with proven ability to deliver across a wide range of stakeholders

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E8 Ability to think innovatively and strategically to ensure delivery of strategic and operational plans, within a dynamic internal and external context

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E9 Ability to lead complex projects with multiple stakeholders, overseeing the allocation of resources, and implementing appropriate progress tracking

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### **Personal Attributes**

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E10 Strong interpersonal skills including ability to influence, negotiate, motivate, and sustain relationships

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E11 Personal credibility with the skill to work collaboratively with a broad range of internal and external partners

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E12 Strong inspirational and motivational leadership and management skills, with demonstrable success in delivering results through others

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E13 Ability to demonstrate an understanding of the University's values and how these are deployed in professional life

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## **Application Procedure**

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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**

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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 Cathy Milligan, Director of Education Enhancement, [c.milligan@strath.ac.uk](mailto:c.milligan@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](#).

### **PVG Check**

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

### **Basic Disclosure**

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

### **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 12 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

Formal interviews for this post are likely to be held on 31 October 2022/03 November 2022.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

## 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.

