

# 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	04/10/2022

## 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 during the week commencing 24<sup>th</sup> October 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.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2022