

## Job Description

|            |                                                     |
|------------|-----------------------------------------------------|
| Job title  | Professor (Associate Dean Undergraduate Programmes) |
| Department | WMG                                                 |
| Grade      | 9                                                   |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job purpose (a brief summary of the role) | To provide strategic and academic leadership for WMG's Undergraduate Programmes and Skills portfolio, ensuring its quality, sustainable growth, financial performance and continued relevance to students, industry and the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Duties and responsibilities               | <ol style="list-style-type: none"> <li>1. To provide senior management, leadership and line management of education leaders, education groups and teams, working alongside Pro Dean Education and Associate Dean Postgraduate, building leadership capability, effective succession and a high-performance, collaborative culture.</li> <li>2. To be part of Education Leadership working with the Pro Dean Education, Associate Dean Postgraduate and other senior education leaders to develop and implement the strategic direction and portfolio of WMG Education, with a focus on Undergraduate Education and Skills.</li> <li>3. To provide academic leadership to identify and develop relevant courses (full-time, part-time, degree apprenticeship, short courses, UK and TNE etc.), including providing senior academic input to business development activities, to strengthen and grow the Undergraduate and Skills portfolio.</li> <li>4. To provide leadership for continuous improvement of the undergraduate portfolio aligned with the University Education and Student Experience Strategy, the departmental vision for teaching excellence and student experience and to lead on appropriate implementation activities, in conjunction with Assistant Dean Student Experience and Progression and other senior colleagues.</li> <li>5. To be accountable for the sustainable growth, financial performance and long-term viability of the portfolio, through analysis and interpretation of data, such as market intelligence, student outcome measures internal/external performance data, risks, and opportunities, to inform strategic investment and development decisions.</li> <li>6. To work closely with WMG Education Leadership, course teams, marketing, recruitment, business development, and university central admissions teams to agree and support achievement of enrolment targets to ensure annual undergraduate cohorts are enrolled that meet the requirements and objectives of WMG.</li> <li>7. To lead (and line manage, where appropriate) the team of undergraduate Course Leaders to ensure the effective, efficient, regulatory compliant operation of the portfolio, whilst ensuring engaging delivery, and development of the portfolio, including making appropriate use of innovative and blended approaches to learning</li> <li>8. To provide academic leadership of the WMG Skills portfolio and support the strategic development of the WMG Skills Centre and related skills provision to achieve growth.</li> <li>9. To develop and maintain strategic relationships with employers, industry partners and external stakeholders to represent WMG in discussions relating to education, skills and workforce transformation.</li> <li>10. To advance the profile and impact of undergraduate and skills education through research, policy influence and strategic partnerships, while acting as a senior ambassador for WMG and the University to shape external agendas, develop influential relationships, and drive institutional reputation, impact and growth.</li> <li>11. To contribute to education and research in areas aligned with existing WMG portfolio and areas of expertise.</li> </ol> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>12. To enhance the culture of collegiality, collaboration and team working between module and course teams; academics, professional and technical services; and WMG Education and Research.</p> <p>13. To lead or support the development of education and skills funding opportunities.</p> <p>14. To promote and contribute to the increasing pedagogical research activity of the Department</p> <p>15. To chair undergraduate exam boards and operational committees within WMG. Represent the department, such as through Faculty Education Committee and University degree apprenticeship governance groups and other committees as required, to influence and contribute to policy, strategy and governance relating to undergraduate education, degree apprenticeships and skills provision.</p> <p>16. To work with the Pro Dean Education, Associate Dean Postgraduate and other senior education leaders to provide academic leadership to professional services teams supporting Education and Skills.</p> <p>17. To undertake any other duties requested by the Pro Dean Education or other members of the WMG Executive.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Person Specification

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

| Essential Criterion No. | Essential Criterion Description                                                                                                                                                                                                                                                                                     | Measured by |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| E1                      | Honours degree or equivalent in a subject aligned with existing WMG portfolio and areas of expertise.                                                                                                                                                                                                               | A           |
| E2                      | A PhD, or equivalent, in a relevant discipline aligned to WMG portfolio.                                                                                                                                                                                                                                            | A           |
| E3                      | Possession of a Teaching qualification.                                                                                                                                                                                                                                                                             | A           |
| E4                      | Recognition by Advance HE at PFHEA or evidence of working towards PFHEA.                                                                                                                                                                                                                                            | A           |
| E5                      | Demonstrable experience of providing strategic leadership for a significant education portfolio, using performance data and market intelligence to influence investment, sustainable growth and financial performance, and operating effectively within senior institutional governance and decision-making forums. | A,C & D     |
| E6                      | Proven track record of leading and managing a sizeable team of academic and teaching staff.                                                                                                                                                                                                                         | A,C & D     |
| E7                      | Demonstrable leadership in undergraduate education and skills, with evidence of efficient and industry focused curriculum design, development and implementation alongside improvement in quality and learner experience.                                                                                           | A,C & D     |
| E8                      | Excellent ability and major achievements in own teaching, demonstrated by consistently high quality and a substantial record in teaching at UG and PG level.                                                                                                                                                        | A & C       |
| E9                      | Demonstrable leadership in innovative teaching approaches and methods, indicating a capacity for creativity and adaptability to changing circumstances and technologies.                                                                                                                                            | A,C & D     |
| E10                     | An ability to combine academic rigour with commercial awareness to meet the needs of regional, national and international partners.                                                                                                                                                                                 | A,C & D     |
| E11                     | High level of interpersonal and written and oral communication skills.                                                                                                                                                                                                                                              | A,C & D     |
| E12                     | High level of self-motivation.                                                                                                                                                                                                                                                                                      | A & C       |
| E13                     | Understanding of equal opportunity and sustainability issues as they may impact on areas of teaching.                                                                                                                                                                                                               | A & C       |
| E14                     | Demonstrable achievements in education leadership and research in own area of specialism, including evidence of income generation and growth.                                                                                                                                                                       | A,C & D     |
| E15                     | Continuing significant personal professional development and leadership in the professional development of others.                                                                                                                                                                                                  | A,C & D     |

| Desirable Criterion No. | Desirable Criterion Description                                                                                   | Measured by |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|-------------|
| D1                      | Evidence of some published “thought leadership” pieces on areas aligned to undergraduate education and/or skills. | A,C & D     |