Job Description

Position Details	
Faculty	Arts & Humanities
School/Department	
Job Title	Reader [Education, Practice and Citizenship pathway] & Vice-Dean SISU
Grade	10
Hours of Work	Full-time
Contract Duration	Permanent
Reports To	Faculty Pro-Vice Chancellor
Responsible For	Manchester Met Academic staff within the SISU joint education institution

Role Purpose

As an academic leader, to deliver high-quality impactful education informed by research and practice (including pedagogy and knowledge exchange) in line with the University's 'Road to 2030' strategy.

At Manchester Metropolitan, readers play vital roles in the broader leadership of the University, contributing positively to our academic culture and supporting the development of others in our inclusive community, for example through mentoring, management, supervision and teamworking.

As the Vice-Dean SISU you will provide academic leadership, management and strategic direction for the Manchester Metropolitan Joint Education Institute (JEI), working collaboratively with Sichuan International Studies University (SISU) to ensure successful operation of the Joint Institute. Support excellence in learning and teaching, portfolio development, opportunities for collaboration and internationalisation while delivering a high-quality academic experience for students and a positive and developmental environment for staff.

Key Responsibilities

All readers contribute as academic leaders to our core goals of 'Excellent Education' and 'Excellent Research with Impact' and serve as role models in their active support for the University's commitment to sustainability and its values: student-centred, people-led, future-focused, inclusive and Manchester Met proud.

Readers are also expected to have a significant and developing external profile, participating in networks and taking appropriate roles nationally and internationally that contribute towards the vitality of the discipline and the reputation of the University. Such roles might be in business engagement or with other universities, funding bodies, government committees and learned societies or through public engagement.

The balance of specific responsibilities will be reviewed periodically and agreed with the Head of Department and Faculty Pro Vice-Chancellor.

Academic Leadership

EPC Readers are leaders in the delivery of our Education Strategy and will:

- Contribute to the development and delivery of departmental and faculty plans to accelerate progress against key education metrics.
- Impact positively on the student experience and outcomes through your own practice, leadership of education initiatives and commitment to high-quality scholarship.
- Provide academic leadership informally and in formal roles at departmental, faculty and institutional levels, propagating good practice throughout the University.
- Impact positively on our academic culture, supporting the development of others including by mentoring.

Education

With the intention of ensuring an outstanding student experience and excellent graduate outcomes:

- Deliver high-quality research-informed teaching, supervision and assessment, to inspire undergraduate and postgraduate students.
- Provide personal tutoring and pastoral support to students.
- Be responsible for the leadership, design, content and evaluation of specific areas of teaching and learning within taught programmes.
- Lead and participate in quality assurance and enhancement processes

Practice

Work under practice includes formal educational leadership roles, initiatives that transform student outcomes, and innovations in educational practice, as appropriate to grade and consistent with the education priorities of the University in your subject area. This work may be grounded in the scholarship of teaching and learning, or pedagogy, or may bring experiences from the world of practice.

Your activity profile may concentrate in one area or be spread across several and this may change with time. Examples of activity could include, but are not limited to, all aspects of the student lifecycle, the processes and systems that support high-quality educational provision or quality enhancement.

Building on your significant and developing track record for influential scholarship that delivers excellence in learning, teaching and assessment:

- Lead practice-based initiatives and innovations, both with colleagues at the University and partners (academic and non-academic) externally, including internationally, to enhance educational outcomes for students and/or influence higher education policy or practice.
- Disseminate the findings of your work through appropriate and effective means, including scholarly outputs (e.g. journal and conference papers, expert presentations, textbooks,

monographs, exhibitions or performances), support to professional associations, and contributions to professional development programmes. For innovations influencing policy and practice this may include sector, industry or government publicly available resources.
- Attract support for project assistants and manage them to a high standard.
- Enhance your international reputation for scholarship and associated leadership, raising the reputation of the University as a whole, for example through citation/adoption of your work, and engagements in external events and with sector-wide organisations.
- Consistent with disciplinary norms, secure external funding, as Principal or Co-Investigator, and/or other support for your scholarship and associated knowledge exchange to influence higher education policy or practice.

Citizenship

As a member of our supportive and inclusive university community:

- Contribute to a cohesive and collegial workplace culture.
- Contribute constructively to administration and governance processes, such as participation in committees or management of programmes across the Faculty and University, taking a lead role when appropriate or requested.
- Lead and contribute to a range of activities such as recruitment, admissions, widening participation, outreach and public engagement.
- Participate in training and development programmes (e.g. through People and Organisational Development).
- Engage fully with Professional Development Review (PDR), acting as reviewer as necessary.
- Undertake other duties as may be reasonably requested that are commensurate with the nature and grade of the post.

Special Responsibilities

You must be willing to undertake regular travel within the UK and internationally as required by the role.

You will work at the JEI located at Sichuan International Studies University, Chongqing for between two and four months each calendar year to support active leadership and management of the Joint Institute.

You will maintain effective engagement with Chinese higher education partners and stakeholders to support the University's international objectives.

General Responsibilities

Important general responsibilities include:

- Ensuring that you understand and meet your health and safety duties and responsibilities contained within the University's Health and Safety Policy.
- Applying the University's Equality, Diversity and Inclusion Policy.
- Reduce waste, energy consumption and carbon footprint, in line with our Leadership in Sustainability and Climate Change Strategy .
- Optimising the use of resources to deliver value for money.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted, you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have many applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

All disabled candidates who meet the essential criteria will be included on the shortlist.



Selection Criteria

In the table below, typical assessment stages are provided in brackets:
1 = Application letter and CV, 2 = Presentation and questions, 3 = Interview.

Attributes	Criteria	Essential/ Desirable
Values	Alignment with the University's core goals of Excellent Education and Excellent Research with Impact, and commitment to sustainability and our values: people-led, future-focused, inclusive, Manchester Met proud and student-centred [1,2,3]	E
Experience	Prior experience in working within or alongside the Chinese Higher Education sector [1,3]	E
	Effective leadership of projects [1,3]	E
	Academic leadership contributions such as leading, motivating or developing others [1,3]	E
	Contributions in external roles that, for example, support the vitality of the discipline, influence strategy or policy, and enhance the standing of the University [1,3]	E
	Effective and innovative research-informed teaching and assessment practices, providing a stimulating environment for learning [2,3]	E
	Supervisory and pastoral support to undergraduate/postgraduate taught students [1]	E
	A substantial track record of disseminating scholarly findings of high quality, as judged against international norms in formats appropriate to the discipline and the aims of the work undertaken [1,3]	E/D – HoD to confirm
	Track record of securing external funding and/or other support, of appropriate value relative to disciplinary norms [1,3]	D
	Line management of project staff to a successful outcome [1]	D

Attributes	Criteria	Essential/ Desirable
Qualifications	A good first degree together with a PhD in a relevant discipline [or equivalent experience or qualifications specified by the HoD] [1]	E
	A PGCE, Certificate of Education, PGCLTHE, Fellowship of the Higher Education Academy or an agreed professional equivalent, or commitment to obtain FHEA within three years of initial appointment [1,3]	E
General and Specialist Knowledge	Background in working within or alongside the Chinese Higher Education sector [1,2,3].	E
	A significant and continuing record of academic excellence which has contributed to the furtherance of knowledge in relevant areas and is recognised by a growing international reputation in those areas. [1,2,3]	E
Skills and Abilities	Strong written and verbal communication skills with the proven ability to set out a clear vision to a wide range of audiences [1,2,3]	E
	Effective interpersonal, leadership and organisational skills, as required to lead and manage project teams, and support or mentor staff and students [1,3]	E
	Proven ability to teach, supervise and assess undergraduate and postgraduate students, including use of digital technologies [1,2]	E
	Proven ability to collaborate effectively with external stakeholders, for example non-academic partners, business, funding bodies, and Professional, Statutory and Regulatory Bodies [1,3]	E
Special Requirements	Ability and willingness to travel within the UK and overseas as required.	E
	Ability and willingness to spend between two and four months per year at Sichuan International Studies University, China.	E

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