CANDIDATE
INFORMATION PACK

Lincoln Bishop University

LINCOLN BISHOP UNIVERSITY

Deputy Vice-Chancellor & Provost

Lincoln Bishop University

Job Description: Deputy Vice-Chancellor & Provost

Title of post	Deputy Vice-Chancellor & Provost
Remuneration level	Competitive Salary
Responsible to	Vice-Chancellor
Responsible for	Dean of Education Dean of People and Society Deputy Dean of Apprenticeships and Partnerships Head of Faculty Operations Executive Dean of Research and Knowledge Exchange
Membership	University Executive Group (UEG) Senate Attendance at University Council and its committees as required
Key relationships	Vice-Chancellor; UEG colleagues; Chair and members of University Council; Heads of Professional Services; Students' Union; academic, employer and international partners; Office for Students; Ofsted; Research England; Department for Education; Skills England; professional, statutory and regulatory bodies (PSRBs)
Location	Lincoln campus, with travel to partner and workplace delivery locations in the UK and overseas as required

PURPOSE OF THE ROLE

The Deputy Vice-Chancellor & Provost is the University's senior academic officer and deputy to the Vice-Chancellor. The postholder provides strategic and operational leadership of the academic faculties, with overall responsibility for faculty operations, the academic portfolio, academic performance and collaborative provision delivered with UK and international partners.

The postholder is accountable to the Vice-Chancellor, and through the Vice-Chancellor to University Council, for the University's compliance with all regulatory requirements relating to its academic provision. They act as the University's nominee for all Ofsted inspections, covering both apprenticeships and initial teacher education, and provide senior oversight of the delivery of the annual institution-wide priorities agreed by University Council.

A visible and accessible leader, the Deputy Vice-Chancellor & Provost keeps close oversight of the day-to-day delivery of education wherever students learn on campus, online, in the workplace and through partners. They deputise for the Vice-Chancellor as required and work closely with the Vice-Chancellor and the University Executive Group (UEG) to deliver the University's Strategic Plan, in a way that reflects the University's Values, Vision and Mission.

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REGULATORY CONTEXT

Lincoln Bishop University is registered with the Office for Students (OfS) as an Approved (fee cap) provider. It is inspected by Ofsted for its apprenticeship provision and initial teacher education, and receives research and knowledge exchange funding from Research England. The postholder must have a thorough, current understanding of these regimes and lead the academic community so that compliance is built into everyday practice. This includes:

- Office for Students: the conditions of registration covering quality, standards and student outcomes (B conditions), the revised Teaching Excellence Framework, consumer protection and student protection, access and participation, freedom of speech, harassment and sexual misconduct, and the oversight of subcontracted provision (including condition E10).
- Ofsted: the education inspection framework and further education and skills inspection toolkit in use since November 2025, under which apprenticeships at levels 2 to 7 are inspected, together with the initial teacher education inspection framework, safeguarding and Prevent duties, and the Department for Education's apprenticeship funding rules and provider accountability framework.
- Research England: the terms and conditions of Research England funding, including quality-related research (QR) funding and Higher Education Innovation Funding (HEIF); preparation for the Research Excellence Framework (REF 2029) and participation in the Knowledge Exchange Framework (KEF); the Concordat to Support Research Integrity; and the Researcher Development Concordat.

KEY RESPONSIBILITIES

1. Senior leadership of the academic faculties and faculty operations

- Provide strong, effective and visible leadership of the Faculties of Education and People and Society, acting as line manager to the Deans and other direct reports, setting clear objectives and monitoring and reviewing their performance.
- Ensure the faculties are led and managed cohesively, consistently and efficiently, within agreed budgets and in line with institutional policies, codes of practice and external regulatory frameworks.
- Be responsible for the sound financial management of the faculties and the effective use of academic staffing and physical resources, including academic workload planning, timetabling and space use.
- Have overall accountability for faculty operations managed by the Head of Faculty Operations, including student enrolment and registration, assessment processes, examination and progression boards, the accuracy and completeness of student records and data returns, and the Faculty Administration Office.
- Be responsible for academic student management, student support and placement services, ensuring that students on all modes of study receive a consistently high-quality experience.
- Champion a positive, inclusive and high-performing academic culture, including staff development, scholarship, academic promotion and succession planning.

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2. Academic portfolio

- Lead the design, development and implementation of the Academic Portfolio Strategy in alignment with institutional strategy, making sure the portfolio is distinctive, financially sustainable and responsive to the needs of students, employers, PSRBs and regional and national skills priorities. 4

- In accordance with the University's Academic Planning and Resourcing Framework, lead the annual review of the portfolio using evidence on recruitment, student outcomes, the student experience, market demand and financial contribution, and make recommendations to UEG on the introduction, change, suspension or closure of programmes.

- Make sure that course approval, modification and closure processes meet OfS requirements, including those on consumer protection and student protection, and protect the interests of students affected by change.

- Develop flexible and modular provision within Lifelong Learning Entitlement, higher and degree apprenticeships, continuing professional development and online delivery.

- Set ambitious but deliverable targets for student recruitment, continuation and completion, and be accountable for meeting the agreed overall targets, working closely with colleagues responsible for marketing, recruitment and admissions

3. Academic performance, quality and standards

- Secure academic standards and improve the quality of all academic provision, so that the University meets, and aims to exceed, the OfS conditions on quality, standards and student outcomes, including condition B3 thresholds for continuation, completion and progression.
- Give appropriate priority to the University's approach to the revised Teaching Excellence Framework, ensuring achievement of the strongest possible ratings for student experience and student outcomes.
- Maintain a robust academic performance framework, using data and dashboards to monitor student outcomes, National Student Survey results, Graduate Outcomes, apprenticeship achievement rates and partner performance, and making sure that timely improvement action is taken.
- Make sure that assessment is valid, reliable and secure, and that awards are credible and protected in accordance with institutional policies on academic integrity and generative AI.
- Provide senior academic leadership for research and knowledge exchange, making sure that Research England funding is used in line with its terms and conditions, and leading the University's preparations for REF 2029 and participation in the KEF.
- Identify, share and embed good practice in learning, teaching, assessment and the student experience across the faculties and partners.

4. Collaborative provision with UK and international partners

- Be accountable for the academic oversight, quality assurance and performance of all collaborative provision, including franchised, validated, apprenticeship and transnational education arrangements.
- Make sure that due diligence, partner approval, contracts, monitoring, periodic review and exit arrangements are robust and proportionate to risk, and that the University fully meets condition E10 for its in-scope subcontracted provision. This includes keeping the required information source on subcontracted courses up to date.
- Make sure that students studying with partners have an equivalent quality of experience and outcomes, and are treated fairly and protected, in line with OfS requirements.
- Lead the development of international partnerships and the University's internationalisation ambitions, working with colleagues responsible for UKVI sponsor licence compliance.
- Maintain strong relationships with employers, schools, colleges and professional bodies, including the schools and settings that support initial teacher education and the employers of apprentices

5. Regulatory compliance and assurance

- Be accountable at executive level for the University's compliance with all regulatory requirements relating to its academic provision, including those of the OfS, Ofsted, Research England, the Department for Education (including its apprenticeship funding rules) and PSRBs.
- Make sure that there are effective systems for horizon-scanning, compliance monitoring and assurance, including a regulatory compliance register, and that the Vice-Chancellor, UEG, Senate and University Council receive accurate and timely assurance and early warning of risks.
- Be responsible for the overall management of internal and external reviews, audits and inspections, coordinating the work of the Deans and Professional Services, and making sure that resulting action plans are put into practice and their impact assessed.
- Make sure that reportable events, data returns and regulatory notifications relating to academic provision are identified and made accurately and on time.
- Make sure that academic activities support the University's statutory duties on safeguarding, Prevent, freedom of speech and academic freedom, and harassment and sexual misconduct, as well as its equality duties.
- Own the academic risks on the institutional risk register and contribute to business continuity planning for academic delivery.

6. Ofsted inspection nominee

- Act as the University's nominee for all Ofsted inspections, covering inspections of its further education and skills provision (including apprenticeships) under the further education and skills inspection toolkit, and inspections of its initial teacher education (including the level 6 teacher apprenticeship) under the initial teacher education inspection framework. Be the named contact for inspection correspondence and the main link between the lead inspector and the University.
- Make sure that the University is ready for inspection at all times, including accurate and evaluative self-assessment and improvement plans for both apprenticeships and initial teacher education, up-to-date evidence on safeguarding and inclusion, and the information that inspectors require being available promptly through the Ofsted portal.
- Attend the planning call with the Vice-Chancellor and give inspectors insight into the University's context. Brief staff, and make sure that apprentices, trainee teachers, learners, employers, partner schools and other stakeholders are told about the inspection and how to give their views.
- Attend regular meetings with inspectors to review evidence and emerging findings, keep the Vice-Chancellor and senior leaders informed of progress, and coordinate feedback arrangements.
- Designate and develop shadow nominees for apprenticeship and initial teacher education inspections, and lead the University's response to inspection outcomes, including any monitoring activity and improvement planning. Make sure that the University stays above the risk thresholds in the apprenticeship provider accountability framework and meets the Department for Education's initial teacher training accreditation requirements.

7. Delivery of annual institutional priorities

- Provide senior project co-ordination and oversight to ensure delivery of the annual priorities agreed by UEG, acting as executive sponsor for the projects allocated by the Vice-Chancellor.
- Make sure that each priority has clear objectives, milestones, owners, resources, risk management and success measures, and that progress is regularly reported to UEG and University Council.
- Take action to unblock delivery, manage dependencies across faculties and Professional Services, and make sure that benefits are achieved and sustained.

8. Visible leadership and oversight of delivery

- Provide a visible, accessible presence on campus and across all delivery settings, engaging regularly with staff, students and the Students' Union.
- Keep oversight of the day-to-day delivery of education on campus, online, in the workplace and through partners, taking prompt action where delivery falls below expected standards.
- Make sure that there is effective oversight of the quality of online and blended learning and of work-based learning, including apprentices' off-the-job training, progress reviews and endpoint assessment readiness.

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9. Deputising and executive leadership

- Deputise for the Vice-Chancellor as required, including chairing meetings, representing the University internally and externally, and taking executive decisions within delegated authority.
- As a member of UEG, work closely with the Vice-Chancellor and colleagues to set and deliver the University's strategy, advising on all academic matters and representing the academic community in UEG discussions and decision-making.
- Contribute to institutional financial planning, the sustainability of the University and the management of strategic risk.
- Represent the University externally at conferences and events and with regulators, government, Cathedrals Group institutions, employers and civic partners, particularly on meeting higher skills needs regionally, nationally and internationally.

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REGULATORY CONTEXT

- To agree objectives and targets with the Vice-Chancellor and to take part in the University's process of annual review.
- To provide written reports on activity, performance and compliance to the Vice-Chancellor, UEG, Senate and University Council and its committees as requested.

HEALTH, SAFETY AND SAFEGUARDING

- To comply with health and safety legislation and the University's policies and practice, and to make sure that the faculties do the same.
- To promote and safeguard the welfare of students, apprentices and other learners, including children and adults at risk, in line with the University's safeguarding and Prevent policies.

GENERAL

- To maintain professional standards in all relationships, including non-discriminatory practices, and to uphold the University's values.
- To deal promptly and considerately with members of the public, staff, students and partners. 8
- To carry out such other duties as may reasonably be requested by the Vice-Chancellor.
- To participate in the University's appraisal process and undertake appropriate training and continuing professional development.
- To maintain professional standards in all working relationships and demonstrate a commitment to equality, diversity and inclusion.
- The duties listed are not exhaustive, and the postholder may be required to undertake other duties that are appropriate to the nature and seniority of the role.

LIMITS OF AUTHORITY

The postholder is required to operate within the guidelines, policies, procedures, regulations and scheme of delegation approved by the University. When deputising for the Vice-Chancellor, the postholder exercises the authority delegated to the Vice-Chancellor, subject to any limits the Vice-Chancellor or the University Council may set.

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PERSON PROFILE

Deputy Vice-Chancellor & Provost

	Core (essential)	Supplementary
Education, qualifications and training	• Doctorate or equivalent professional standing in a discipline relevant to the University's portfolio • Academic expertise in a discipline compatible with the range of disciplines across the University • Eligibility to apply for the title of Professor under the University's Professorial criteria • Senior Fellowship or Principal Fellowship of Advance HE (or evidence of equivalent standing in learning and teaching)	• A research profile in an academic discipline compatible with the range of disciplines across the University • Senior leadership qualification or programme (or equivalent) • Ofsted nominee or shadow nominee experience (further education and skills or initial teacher education), or inspection, review or external examining experience in an Ofsted, QAA or PSRB context • Qualified Teacher Status or a teaching qualification relevant to education and skills provision
Knowledge	• Detailed, current knowledge of the OfS regulatory framework, including the conditions of registration on quality, standards, student outcomes (B conditions), consumer protection, student protection and subcontracted provision (including condition E10) • Thorough understanding of the Ofsted education inspection framework relevant to apprenticeships, and the Ofsted initial teacher education inspection framework and the requirements for accredited initial teacher training • Understanding of the Research England funding landscape, including quality-related research (QR) funding, the Research Excellence Framework, the Knowledge Exchange Framework and research integrity expectations • Knowledge of the key policy, financial and demographic issues facing UK higher education, including the revised Teaching Excellence Framework, the Lifelong Learning Entitlement and the post-16 education and skills agenda • Understanding of the governance and quality assurance of UK and international collaborative provision	• Knowledge of the Cathedrals Group and the Church of England's vision for education • Knowledge of UKVI sponsor licence obligations

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	Core (essential)	Supplementary
Skills and abilities	• Ability to think and act strategically, turning institutional priorities into clear, deliverable plans with measurable outcomes • Excellent leadership skills, with the ability to motivate, develop and hold to account senior academic and professional staff • Strong analytical skills, with the ability to use data on student outcomes, the student experience and financial performance to make decisions and improve performance • Excellent interpersonal, communication and negotiation skills, with credibility among staff, students, governors, partners and regulators • Ability to manage complex budgets, staffing and physical resources effectively • Ability to give a clear account of the University's provision to inspectors and regulators under scrutiny	• Programme and project management skills, including benefits realisation and risk management
Experience	• Substantial senior academic leadership experience in UK higher education, including leading a faculty, school or equivalent large academic unit • Successful leadership of external inspections, reviews or regulatory assessments (for example Ofsted, OfS, QAA, PSRB accreditation or validation), including putting improvement plans into practice • Experience of leading the development and rationalisation of an academic portfolio in response to market, regulatory and employer needs • Experience of leading or overseeing academic partnerships, franchised or validated provision, or apprenticeship delivery • Experience of leading change and delivering measurable improvement in student outcomes and the student experience	• Experience of deputising for a head of institution or equivalent • Experience of leading international partnerships or transnational education • Experience of leading or supporting a REF or KEF submission • Successful experience in bid-writing and income generation

	Core (essential)	Supplementary
Personal attributes	• A visible, approachable and collegial leader who leads by example • Resilient, decisive and calm under pressure, including during inspection and regulatory scrutiny • Methodical and thorough, with high personal standards and close attention to detail • Committed to equality, diversity and inclusion and to an excellent student experience • Committed to the values, purpose and ambition of the University, including its Church of England foundation	• Strong external networks across higher education, the skills sector and employers

Professorial appointment

Applicants should indicate as part of their application that they wish to be considered for professorial appointment. Appointment to the title of Professor will be subject to the University's Professorial criteria and the relevant approval process.

Additional Information and How to Apply

This appointment is being managed by Lincoln Bishop University's recruitment partner, Regroup Consulting.

For an informal and confidential conversation about the role, please reach out to Phoebe Brereton phoebe@regroup.consulting or Monika Fryzicka monika@regroup.consulting .

Key dates:

- Deadline for applications: Monday 4th January 2027
- Shortlist interviews - week commencing 11th January 2027
- Final interviews - week commencing 18th January 2027

To apply please submit a CV and cover letter outlining your experience and interest in the role via email to: LincolnBishop@regroup.consulting

Initial conversations will be with Regroup Consulting on an ongoing basis as applications are received.

All applications will be acknowledged within two working days and shortlisted candidates will be notified by Friday 8th January

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