

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Associate Provost (Learning & Teaching)

## **College/Department**

Student Performance and Engagement

## **Location**

Derby

## **Job Reference Number**

0419-21

## **Salary**

£68,175 to £91,655 per annum

## **Reports To**

Provost (Learning & Teaching)

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

The Associate Provost (Learning & Teaching) role is one of strategic academic leadership, with responsibility for coordinating the delivery of the University learning and teaching strategy. Working closely with College teams, the post holder will ensure innovative, inspirational and applied approaches to teaching, learning and assessment to support positive outcomes for all students.

The role holder will need to draw on their credibility as an academic leader, their comprehensive understanding and data-driven insight into sector developments and their innovative approach to enhancing student experience and attainment.

As an inclusive University that is passionate about social mobility and giving all our students the best possible opportunity to excel, the Associate Provost (Learning & Teaching) must strive for excellence in ensuring we reach all communities and attract students from around the world.

## **Principal Accountabilities**

1. Under the leadership of the Provost (Learning & Teaching) drive the coordination and delivery of the Learning & Teaching strategy. In close collaboration with PVC Deans:
2. ensure an inspirational and applied approach to the learning and teaching curriculum, to enable Derby’s educational experience to be transformational;
3. ensure that the University’s education at all levels is research led;
4. ensure consistent evaluation of our learning, teaching and assessment practices with a view to make further recommendations about changes to the portfolio or delivery;
5. actively promote blended on site and online learning that promote student engagement, belonging, attainment and progression;
6. ensure our academic staff role model positive attitudes that challenge inappropriate behaviours, language and prejudiced views, empowering our students to act as agents for change in their own professional practice;
7. cultivate global citizenship within the student population using curriculum design and leadership style in order to influence others to think deeply and critically about fairness and equality;
8. champion multiculturalism and create a thriving learning and teaching environment where students grow confidence to question social inequalities.
9. Work with the Head of Student Engagement and other relevant stakeholders in the preparation, and response, to external and internal surveys relating to the student experience.
10. Work with the Head of Student Engagement and other relevant stakeholders (for example, Library, Careers and the Union of Students) to ensure students are positioned as partners in pedagogical and discipline innovation and curriculum development.
11. Lead responsibility for the co-ordination of responses to relevant learning and teaching external enquiries and oversight of reports, including in relation to the University’s accountability and compliance obligations.
12. Lead responsibility for preparation and submission of external audits of teaching and learning, notably the Teaching Excellence Framework, Access Participation Plan and outputs from the Social Mobility Unit.
13. Lead responsibility for the provision of all Academic Partnerships
14. Work with the Quality team to ensure a strong liaison with Colleges as appropriate ensuring a line of sight through to the University’s TEF and REF ambitions.
15. Work closely with the Registry and Strategic Insights & Planning teams to establish, define and deliver against success measures and metrics of student performance.
16. Support the Provost (Learning & Teaching) in delivering and achieving the Institutional Success Measures (ISMs) relevant to the portfolio.
17. Enhance the provision of flexible learning through enabling technologies and considers the impact on Derby on new educational paradigms.
18. Using appropriate data, proactively oversee the whole academic portfolio to ensure the size/shape of the student population supports and aligns with the University’s student income growth strategy.
19. Provide leadership oversight to policy development and reviews designed to support exemplary performance in teaching, learning and the student experience, including social mobility initiatives.
20. Liaise and engage effectively with local, regional and national bodies, and professional networks to ensure currency in Higher Education policy and pedagogical innovation and promote the profile of the University’s learning and teaching nationally and internationally.
21. Provide inspirational leadership of, and support for, the development of pedagogic research and enquiry, maximising opportunities to drive development of externally funded, cutting-edge, learning and teaching research projects.
22. Contribute to relevant teaching within their own discipline area as appropriate (including online programmes).
23. Take lead responsibility for delivering the University’s agenda as a champion of social mobility, inspiring and creating opportunities for all across our region and beyond, regardless of age, background or location.
24. Be a key source of up-to-date sector knowledge and insight for the VC’s Executive.
25. Provide motivational leadership, line management and development for staff in areas of responsibility, ensuring that local strategic and operational plans are aligned to the University’s Strategic Framework and corporate objectives.
26. Ensure efficient and effective systems and processes which support a high-performance culture operate throughout areas of responsibility.
27. Ensure that diversity and inclusion are integral to the culture and activities in areas of responsibility and across the University.
28. Contribute flexibility in undertaking any other responsibilities or projects commensurate with the role and as assigned by the Provost (Learning & Teaching).
29. Deputise or cover for the Provost (Learning & Teaching) as and when required.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Professorial or equivalent standing, with an academic profile and teaching/research/pedagogic track record commensurate with a senior academic leadership post.
* PhD/Professional Doctorate or equivalent expertise / standing in professional practice.
* Evidence of relevant continuous professional development and active memberships or affiliations with relevant external associations or networks.

#### **Experience**

* Demonstrable success in delivering measurable advancement of excellence in learning, teaching and student experience.
* Experience of supporting the development and delivery of social mobility initiatives.
* Excellent track record in strategic business planning and of positioning a division or institution for future success.
* Demonstrable success in leading institutional advancement of excellence in learning and teaching, the student experience and social mobility / social inclusion agendas.
* Track record of facilitating the highest quality learning and teaching, research, administrative and service outcomes through the active recruitment, development and management of people and financial resources.
* Excellent knowledge and understanding of the higher education environment, nationally and internationally, and of the major influences on academic policy.
* A recognised international profile of outstanding personal achievement as a senior academic with a particular focus on teaching and learning.
* An excellent record of successful leadership and management within higher education.
* Evidence of personal track record in relevant area of research.

#### **Skills, knowledge & abilities**

* In depth knowledge of the regulatory environment and professional body needs.
* Proven people leadership & management skills with the ability to build, inspire, motivate and develop diverse teams to achieve high performance.
* The ability to negotiate, positively influence and build working (and learning) partnerships that effect change and result in effective, inclusive, collaborative and developmentally focussed relationships relevant to HE.
* Exceptional teacher and educator.
* Proven ability of developing data driven, evidence-based recommendations.
* Excellent written and verbal communication skills, with the proven ability to develop high quality, audience appropriate written papers and strategies.
* Excellent networking and influencing skills, with the credibility to engage with and influence senior academic staff and other diverse range of internal and external stakeholders.
* Agility and resilience necessary to deal with demanding workloads and deadlines.

#### **Business requirements**

* Highly flexible and able to travel on a national and international basis when required.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)