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**JOB DESCRIPTION**

**POST: Associate Head of Production**

**SCHOOL:** School of the Arts

**HOURS:** Full-time - those hours which are reasonably required for the fulfilment of duties

**ACCOUNTABLE TO:**  Head of School

**REPORTING TO:** Head of School

**MANAGEMENT RESPONSIBILITY:** As part of the School Leadership Team collectively provide support, direction and guidance to staff in the School

**LEADERSHIP OF YORK ST JOHN UNIVERSITY:**

As a member of the School Leadership Team (SLT), the Associate Head/Dean is the academic lead for defined disciplines within the School.

Committed to an ethos of collegiate working that is consistent with the values of York St John University, the Associate Head/Dean will support staff in the School to inspire others, embrace new thinking and push the boundaries of their potential, excelling in their endeavours.

Working with other members of the SLT within a distributed leadership and management model, the Associate Head/Dean will have collective responsibility for delivering the School’s performance outcomes and strategic plan.

**JOB PURPOSE:**

The Associate Head/Dean will work as part of the SLT and is accountable to the Head/Dean of School for the long-term strategic development, and operational management, of programmes and courses within an academic discipline (or across a range of disciplines).

Associate Head/Deans will regularly advise and influence at senior levels within the University and deputise for the Head/Dean of School, as required.

**DUTIES AND RESPONSIBILITIES:**

**Leading on teaching, learning and research**

1. Demonstrate a sustained contribution to teaching, research and/or professional practice within (and across) an academic discipline(s)
2. Encourage interdisciplinary collaborations in the strategic development of the School’s portfolio and curriculum development so that the academic offer to student meets market need.
3. Support the Head of School in creating a culture of student achievement, innovation, research, scholarship, internationalisation, public engagement and enterprise.

**Managing, developing and promoting learning opportunities**

1. Work closely with Course Leaders in the School to oversee the provision and delivery of a high-quality learning experience to students, and lead on School initiatives to enhance student learning and outcomes.
2. Ensure the provision of appropriate academic support for students (in welcome week and through the academic tutoring system, learning support plans, overseas study plans, design of independent learning units etc.).
3. Be responsible for managing student expectations and monitoring student satisfaction in discipline areas, including ensuring effective and efficient feedback mechanisms are in place.
4. Be accountable for the monitoring, review and evaluation of the quality and professionalism of teaching, research and public engagement within (a) discipline(s).
5. Responsible for achievement of performance indicators related to academic tutoring, module and programme evaluations, assessment and retention.
6. Be accountable for compliance with current School/University strategy and objectives, regulations and national codes of practice.
7. Provide academic leadership in the development of the course portfolio and the curriculum, referenced to internal and external, including international, contexts.
8. In collaboration with the School and University, ensure the effective promotion and marketing of courses and programmes, and the recruitment and induction of students.
9. Develop and maintain partnerships with external stakeholders to enhance the student experience.

**Deploying resources**

1. Work with members of the SLT to ensure that resources are deployed effectively and efficiently, including:

* recruiting and inducting new staff (including monitoring performance during probation);
* the fair distribution of work across staff in the disciplinary area;
* fair use of teaching rooms, specialist equipment and technical support;
* proposing new, more effective ways of working.

**Working across the School and University**

1. Ensure delivery of the strategic plan for the School through associated performance monitoring of metrics and progress.
2. Play an active part in School and University structures and governance, including:

* taking responsibility for specific projects/themes within the School;
* chairing School committees, forums and assessment panels;
* leading external networks;
* providing expert advice and guidance to senior management that may impact upon University policy and practice;
* developing business plans;
* identifying and highlighting patterns, trends/opportunities and threats;
* conducting enquiries into complex complaints/issues (including case consultations, standards reviews, academic misconduct meetings and concessions committee, programme and module changes etc., delegating these responsibilities to Course Leaders, where appropriate).

1. Work with School Leadership Team colleagues to ensure effective individual and team performance, specifically:

* manage a bi-annual Performance and Development Review process for all School colleagues which reviews delivery against an agreed dashboard of targets;
* respond to employee relations issues as appropriate.

1. Communicate \*complex information to a wide range of people across the University, including:

* making presentations to mixed interest groups;
* facilitating the School academic/student representation system;
* presenting and promoting change and developments in relevant discipline areas;
* negotiating with internal or external suppliers/agencies;
* writing policy documents and promotional copy;
* presenting business cases.

1. Liaise at senior levels with internal/external contacts (including External Examiners) in order to assure quality and standards, influence decisions and events, build positive, collaborative relationships, and market the School/University locally and internationally, including through the organisation of Open and Decision Days.
2. Assist the Head/Dean of School to ensure compliance with health and safety, and equal opportunities, legislation, and promote the wellbeing of staff and students in the School.

**In addition**

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Promote equal opportunities in the work of the School, to include a commitment to the International Strategy of the University.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

**HEALTH & SAFETY:**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

**PERSON SPECIFICATION**

**POST TITLE: Associate Head of Production**

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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| **REQUIREMENTS** | **ESSENTIAL (E)**  **DESIRABLE (D)** | **MEASURED BY:**  A Application form  I Interview | |
| **EDUCATION/TRAINING**  *(Academic, vocational/professional and other training)* | | | |
| Doctoral Degree. | D | A | |
| Evidence of continuous professional development and professional excellence. | E | A | |
| Senior or Principal Fellowship of the HE Academy. | D | A | |
| **KNOWLEDGE & EXPERIENCE**  *(e.g. report writing, office experience, Microsoft office)* | | | |
| Outstanding academic achievement. Excellent and sustained track record of academic rigour and professional engagement. Extensive knowledge of the principles, theory and practice of own (and, where appropriate, related) academic discipline(s). | E | A | |
| A track record of successful research in a relevant discipline area. | E | A | |
| Current or recent experience of empowering academic colleagues to deliver excellence in teaching and research. | E | A/I | |
| Experience of working in higher education in a senior role, including the management of human, physical and financial resources. | E | A/I | |
| A good understanding of developments underpinning higher education, its management and organisation and a keen awareness of external factors and pressures. | E | A/I | |
| Excellent understanding of the needs of students in relation to the learning experience, and the impact of diversity issues on curriculum development, learning, teaching and assessment. | E | I | |
| Evidence of planning and implementing innovation in curriculum design and development. | D | A/I | |
| Experience of developing partnerships and networks locally and internationally, and leading collaborative initiatives to achieve specific outcomes. | D | A/I | |
| Evidence of taking a proactive approach in updating knowledge of relevant specialist issues, legal and regulatory requirements, and in developing awareness within a relevant field of work. | E | A/I | |
| A comprehensive understanding of University structures and systems, external/sector/international developments, regulations and requirements. | E | A/I | |
| **SKILLS/ATTRIBUTES** | | | |
| Able to provide academic leadership and vision, enthuse, motivate and inspire, and promote excellence within a relevant discipline. | E | I |
| Student-centred with a passion for the student experience. | E | I |
| Innovative and creative, with the ability to identify new opportunities. | E | I |
| Able to think strategically, and to formulate and communicate effective strategies for developing the School. | E | I |
| Excellent verbal and written communication and interpersonal skills, and the ability to build and maintain effective and productive relationships both within and external to the University. | E | I |
| Commitment to openness and transparency, facilitating open communication channels and genuine collaboration both within and across Schools. | E | I |
| Able to persuade, influence and negotiate, and make difficult decisions when needed. | E | I |
| Commitment to equality, diversity and inclusivity in higher education. | E | A/I |
| Commitment to the University’s mission, vision and values. | E | A/I |
| Able to promote enterprise activity leading to the growth of third-stream income. | D | I |
| **BEHAVIOURS**  Behaviours will be tested at interview against the Contribution Framework (available on the recruitment web site under Our Culture & Values - Values & Principles) [www.yorksj.ac.uk/values-and-principles](http://www.yorksj.ac.uk/values-and-principles) | | | |
| Leading self and others | E | I | |
| Delivering a great service | E | I | |
| Taking a professional approach | E | I | |
| Working together as a team | E | I | |