

Candidate Information

Position: Faculty Education Manager
School/Department: Faculty Office MHLS
Reference: 22/110514
Closing Date: Monday 9 January 2023
Salary: £43,414 - £53,353 per annum.
Anticipated Interview Date: Friday 27 & Monday 30 January 2023

JOB PURPOSE:

To lead, develop and deliver projects that will support FMHLS Strategy 2030 ambitions to provide an innovative, transformative, and supportive educational experience to our students and deliver future ready, skilled and self-aware graduates who will succeed in professional health and life science careers. The postholder will manage a broad portfolio of responsibilities relevant to student experience and programme administration at Faculty level, lead on key aspects of governance relating to academic and student affairs, and provide comprehensive support to the Director of Operations, Deans of Education and Internationalisation and wider Faculty Leadership team.

MAJOR DUTIES:

1. Use experience, expertise, and knowledge of the range of issues covering academic and student affairs and professional requirements to contribute to policy, regulations, strategy and practice. Provide advice and guidance to inform and influence decision making as a member of Faculty Executive Board.
2. In partnership with the Faculty Director of Operations, Deans of Education and Internationalisation, and wider Leadership Team, drive development of Faculty education plans to support a world-class student-centred experience, identifying key milestones, dependencies and resources required to ensure successful delivery of Faculty priorities in line with Strategy 2030.
3. Lead, direct and develop a Faculty Student Support Hub to ensure the provision of an optimal student support experience across MHLS. Manage the professional services team in Faculty, including setting objectives and ensuring team members are proactively supported, managed and developed.
4. Build effective and collaborative relationships with senior Faculty and wider university staff and with relevant external stakeholders. Use negotiation and influencing skills to enthuse, motivate and involve individuals and teams, to encourage collaborative working and drive delivery of Faculty projects and priorities.
5. To act as the primary point of contact between the Faculty and DASA on all aspects of academic administration and student governance. Manage and coordinate all Faculty level quality assurance processes including Annual Programme Review, Annual Review of Postgraduate Degrees, annual CAPE and collaborative provision activity including support for MoAs and MoUs.
6. To maintain an effective Staff-Student Partnership at Faculty by working with Student Officers within the Students Union, Faculty and School student representatives, Student Plus and other Directorates to ensure student views are considered in Faculty level decision making.
7. Support the Deans in the management of their relevant delegated budget for the support of education activities, and student experience, providing advice on value for money and return on investment.
8. Oversee the Faculty Education Committee, and other relevant committees including the annual schedule of business, and driving forward actions and decisions as appropriate.
9. Manage Faculty level involvement in student appeals, complaints, and Fitness to Practise processes as required, providing comprehensive professional support, advice and reports for relevant panels.
10. Work in collaboration with Faculty staff to proactively interrogate available datasets and dashboards to support Faculty and School understanding of student data, including, but not limited to student FTE's, intake, population, income and expenditure related to student activity.
11. Undertake any other duties as may be reasonably required within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent). Or, substantial relevant experience in a directly relevant role in higher education.
2. A minimum of 4 years' recent relevant experience in a management role to include:
 - Administration of undergraduate and/or postgraduate education.
 - Providing professional advice and support to staff and students.
 - Supporting a world class student experience.
 - Financial management.
3. Substantial experience and track record of project management.
4. Experience in the development and implementation of strategic plans involving Education.
5. Experience of working with policies, procedures and codes of practice in relation to student and programme administration.
6. Experience in the production and analysis of information to inform complex management decisions.
7. Excellent interpersonal skills with the ability to communicate goals and engage and motivate others and achieve buy-in.
8. Well-developed planning and organisational capabilities with ability to prioritise a diverse workload, respond to changing priorities and work to tight deadlines.
9. Ability to lead, develop, mentor, train and supervise others.
10. Excellent IT skills, including confident and proficient use of the Microsoft Office suite.
11. Excellent communication and interpersonal skills, including listening, applying tact and discretion along with the ability to influence.
12. Proven ability to work independently with a high level of self-motivation whilst also having a team working ethos.
13. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
14. Capacity to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Experience of professional healthcare programmes.
2. Knowledge of relevant sources of support for students.
3. Provision of academic, pastoral and/or wellbeing support to international students.
4. Demonstrable knowledge and understanding of the current issues, trends and challenges facing the HE sector.