

**Job Description for the Post of
Awards Manager Undergraduate Programmes (Ref LW09/1)**

1. General Details

Job Title: Awards Manager Undergraduate Programmes
Location: Law School
Normal workbase: Stoke Campus
Tenure: Permanent
Salary: Grade 9, currently £44,930 - £52,086 per annum

2. Job Purpose

- § To be responsible for the overall co-ordination, management and development of a range of undergraduate programmes/awards in Law and associated disciplines.
- § To support the management, leadership and strategic direction of the designated academic area of the School.
- § To provide academic leadership including the leadership and management of staff as allocated to the designated area.
- § To develop the profile of the subject within the University, regionally and nationally.
- § To make a positive contribution to wider University and cross-Faculty/School initiatives in line with strategic plans.

3. Relationships

Responsible to: Dean of Law via Programme Area Manager
Responsible for: Academic staff as allocated

4. Main Activities

- § To support the Programme Area Manager in the overall leadership and management of the undergraduate Law provision (including the CPE/GDL) within the School, ensuring that pedagogic and administrative tasks are discharged effectively.
- § To develop, lead, manage and regularly review the undergraduate range of programmes of study/awards at various levels.
- § To manage and participate in the delivery and assessment of the teaching provision.
- § To ensure the efficient use of resources available to the group of awards and to support the overall co-ordination of workload planning amongst designated staff.
- § To take responsibility for the direct/functional line management of staff as allocated, including appraisal, personal development, performance management, leave planning and absence management.
- § To liaise with other subject groups in and across programme areas and to lead and co-ordinate revisions in the area's provision and to instigate or enhance new curriculum developments.
- § To lead, and participate with other staff, in the development of teaching, learning and assessment strategies.
- § To lead and co-ordinate quality improvement processes for the area and to work with the programme area manager to produce monitoring of the quality and outputs of area provision.

- § To manage the delivery of student support, including the pastoral care of students.
- § To lead and manage the conduct of internal and external reviews and validations, including those at which accrediting bodies are present.
- § To develop the research and professional activity of the area and to personally exercise a high standard of research and scholarship and output-oriented research.
- § To discharge major responsibilities with respect to academic leadership, research, and University and/or cross Faculty/School initiatives in line with strategic business development plans, including areas such as partnership development, the development of flexible and work-based learning provision, commercial income generation and award development.
- § To play a major role in representing the specific academic area and the School across the University generally, and particularly in relation to in student recruitment and retention activities.
- § To lead and develop internal and external networks, and to direct and facilitate collaboration within the School, within other areas of the University, and with employers and other partners.
- § To plan and develop enterprise activities which enhance the external income of the School including the delivery and leadership of consultancy activities or similar programmes as required.
- § To deputise for the Dean of Law, School Director, Programme Area Manager or School Business Manager as and when required.
- § To undertake any other duties as may reasonably be required by Dean of Law, School Director, Programme Area Manager or School Business Manager.

5. **Person Sought**

Essential Criteria:

- A good honours degree in Law or a CPE
- A Postgraduate qualification or Professional qualification in Law
- Proven record of success in the management, development and the delivery of teaching and learning in Law, and the vision to further develop the course
- Previous HE teaching experience
- Good awareness of current issues in legal and professional education, including the future direction of the vocational stage of legal education
- Ability to work well in partnership with the professional bodies and the credibility to effectively represent the University
- Ability to network and form strong external and internal collaborative relationships supported by evidence of successful professional links that bring/have brought added value to award development
- Commitment and ability to deliver the School strategic priorities
- Commitment to the development of academic and other project management in the School
- A proven record of lecturing/tutoring
- Ability to effectively undertake student pastoral care
- The ability to work as a member of a team and to provide strong team leadership and management
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Good organisational skills
- Ability to work effectively with a range of standard IT software packages, including word processing and PowerPoint presentations (MS Office).
- Highly self-motivated, visionary and enthusiastic
- Able to work on own initiative

- An ability to make a teaching contribution in appropriate areas
- Commitment to the University's mission and delivery of the University Plan
- Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- Membership of the HE Academy
- An established record of research/scholarship

6. Special Conditions

This is a permanent, full time (1.0fte) post.

There will be a need for the postholder to work occasional weekends to cover activities such as recruitment events, CPD activities and teaching, and to teach on a number of evenings throughout the year.

There will be a need for flexible working practices by the role-holder to support different forms of delivery, such as distance and accelerated learning, across the whole academic year.

External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

New Lecturer Development Policy

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during probation, at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 10 DECEMBER 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.