

## Job Description

### General Details

Job title:	Head of Academic Projects
School/Service:	Academic Development Unit
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0 fte
Grade/Salary:	Grade 10
Date Prepared:	November 2021

### Job Purpose

To lead the strategic and operational delivery of key academic projects within the University, supporting the achievement of key education KPIs for the University. Priority in the first instance is given to curriculum management process delivery as well as the mechanisms for implementing the GAME project to support the Access and Participation Plan. Subsequent project management will be required for student attendance and engagement monitoring, and the use of other data capture within the University and its deployment to support learning, teaching and the student experience.

### Relationships

Reporting to:	Director of Learning and Teaching, dotted line to PVC Education
Responsible for:	N/A

### Main Activities

- To provide leadership on key academic projects across the University, making recommendations on process and ensuring timely delivery on a range of business-critical functions to support the achievement of the University's 2030 academic strategy.
- To drive forward and to implement a high quality, efficient and effective automated course approval and curriculum management process within the University.
- To develop and lead a consistent and systemised approach to curriculum management to deliver improvements to our course design, set-up and approval processes, including assessment verification, moderation, marks and results release, key for students having the right information at the right time and facilitating resource modelling on which to base longer term planning for e.g. timetable.
- To lead on the set up and delivery of the programme management processes for this key initiative, working with colleagues across the University to facilitate what will be transformational change in the delivery of the University's priorities around course approval and curriculum management.
- To facilitate the on-time delivery of the GAME project, a priority initiative which underpins the University's delivery of its Access and Participation Plan. Working with academic teams and professional services'

colleagues to develop a project plan, timeline, delivery mechanisms and project evaluation process for understanding student behaviours and the utility of digital support interventions.

- To design and deliver an academic management process for attendance and engagement monitoring data capture, and to manage the oversight of its use and reporting.
- Deliver strong stakeholder management. The Head of Academic Projects will lead dynamic, multi-professional, solutions-focused task and finish groups in those areas which support delivering our academic strategic priorities and ambition.
- To develop project timelines, scope and deliverables in relation to each project and to lead and deliver all priority areas of work on time.
- To benchmark our processes and project outcomes against the sector.
- To provide regular reviews and evaluations of each project and its deliverables, against timelines and targets, to members of the University Executive and the University Executive Board.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

### Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

### Variation to Job Description

The employer 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

You will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

### Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Dr Annabel Kiernan, PVC Education

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.