

**Faculty of Humanities, Arts & Social Sciences**

**Director OF Undergraduate**

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| **Job Title:**  Director of Undergraduate | **Present Role:** Academic |
| **Department/College:** Faculty of Humanities, Arts & Social Sciences | |
| **Directly responsible to:** Associate Dean for Education, FHASS | |
| **Other contacts:** | |
| **Internal:**  *In the* *Faculty:* Executive Dean, members of Dean’s Group, Faculty Leadership Group (FLG), Faculty Directors, Faculty Education Services Team including the Faculty Education Services Manager and Quality Assurance and Enhancement Manager, Faculty Employability and Placements Team, Other faculty and school professional services staff, Faculty Programme Leads and Discipline Leads, FHASS Student Representatives.  *In the University:*Pro-Vice-Chancellors (Education, Global), University Academic Dean, University Associate Dean for Students, Curriculum and Education Development Academy, Academic Standards and Quality, Student and Education Services, Student Programmes Administration, Careers, LUSU. | |
| **External:**   Senior visitors to the Faculty, accrediting and professional bodies, national bodies such as the Advance HE, OfS, Employers and potential employers of graduates and placement students, Actual and potential overseas partners, Recruitment agents, Alumni, Other universities both nationally and internationally, External stakeholders and partnerships. | |
| **Major Duties:**  The role holder will work closely with the Associate Dean for Education (AD-E) to provide strategic leadership fostering consistent, high-quality undergraduate student experience, and leading the development and management of collaborative projects. The role holder will work to develop education and student experience for UG programmes across the Faculty, as part of an Education Team.  Strategic Direction: Informed by work within the university Standing Committee on Teaching Excellence, you will ensure that undergraduate education enhancement projects within the Faculty are data-informed, collaborative, drawing upon insights from across the sector, and designed to achieve medium- and long-term benefits for students through sustainable improvements.  Staff Development and Faculty Community: In dialogue with CEDA, the Faculty Education Services Team, Programme Leads, and other School leadership, you will spearhead Faculty-specific projects to support the enhancement of undergraduate education through developing staff, supporting delivery of effective operational working practices, and building a positive culture within inter- and intra-faculty collaborative communities. This will support the successful implementation of the Curriculum Transformation Programme and the embedding of a Faculty Common Curriculum.  **Specific Duties:**   1. Work closely with the Associate Dean for Education to lead on the development and implementation of the Faculty education strategy, with responsibility for developing supporting operational plans; 2. Support the embedding, review and enhancement of the Faculty’s common undergraduate curriculum, in collaboration with relevant Programme Leads, and implementing appropriate staff support, development and curriculum alignment where necessary; 3. Oversee and coordinate Faculty activities around education enhancements related to NSS, APR, Graduate Outcomes or other relevant areas, in collaboration with Undergraduate Programme Leads, Faculty Education Services Team and central services; 4. Develop and manage strategic collaborative projects to enhance the alignment, quality and consistency of undergraduate education in the faculty; 5. Identify and engage with external opportunities and good practice for programme, curriculum and student experience, supporting the strategic enhancement of undergraduate education; 6. Work closely with Undergraduate Programme Leads and Faculty Education Services Team to engage diverse students as partners and be an ambassador for Faculty-wide collaboration to support diverse undergraduate student groups; 7. Maintain quality assurance oversight of the Faculty’s involvement in Regional Teaching Partnerships, deputising as required for the AD-E through membership of the UA92 Joint Faculty Teaching Committee and UA92 Partnership Management Group and any other relevant groups; 8. Engage with relevant networks such as the Inclusive Learning Network, Graduate Outcomes Advisory Group or relevant Widening Participation groups; 9. Sit on University appeals and complaints panels, or any other relevant committees, as required.   **General Duties:**   1. Carrying out any other duties as appropriate to the role and grade as required by the Dean or Dean’s Advisory Group; 2. Attending, upon invitation, meetings of the Faculty’s Dean’s Advisory Group and Faculty Leadership Group (FLG). | |
| **Person specification**  We seek candidates from within the academic staff body of the Faculty of Humanities, Arts & Social Sciences.  It will be essential for candidates to be able to demonstrate:   1. Excellent interpersonal and influencing skills, including evidence of the ability to build and enhance effective relationships with diverse internal and external stakeholders; 2. Experience of programme and/or curriculum development and management; 3. A good understanding of the Faculty’s UG programme portfolio, curriculum and student experience initiatives; 4. Experience of university quality and standards processes (and the management thereof); 5. An understanding of development in appropriate areas of education; 6. Good cultural awareness and the ability to work successfully with a diverse range of colleagues; 7. Ability to both lead and work as part of a team; 8. A high level of personal motivation.   It would be desirable for candidates to be able to demonstrate:   1. Experience of supporting change, staff development or continuous improvement initiatives; 2. Experience of working strategically with programme, recruitment or rankings data; 3. Experience of delivering operational projects that are well-aligned to strategy. | |

12 March 2025