

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

**Director OF Postgraduate TAUGHT**

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| **Job Title:**  Director of Postgraduate Taught | **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 postgraduate taught student experience, and leading the development and management of collaborative projects. The role holder will work to develop education and student experience for PGT 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 postgraduate taught 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. You will champion the strategic development of a postgraduate taught portfolio that serves diverse student cohorts, including those returning to education after several years of work experience, distance learners, PGR-track students and diverse international students. Staff Development and External Communities: 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 postgraduate taught education, with a particular emphasis upon championing the public value of humanities, arts, and social sciences for postgraduate taught students, and developing external stakeholder relations to support the postgraduate taught portfolio. You will provide leadership to support staff, embed effective operational working practices, and build a positive culture around inter- and intra-faculty interdisciplinary postgraduate teaching. This will support the successful implementation of the Curriculum Transformation Programme, and the embedding of collaborative interdisciplinary modules as part of the 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 Faculty interdisciplinary PGT 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 PTES, APR, Graduate Outcomes or other relevant areas, in collaboration with PGT Programme Leads, Faculty Education Services Team and central services;
4. Develop and manage strategic collaborative projects to enhance the alignment, quality and consistency of postgraduate 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 postgraduate education;
6. Work closely with PGT Programme Leads and the Faculty Education Services Team to engage diverse students as partners and be an ambassador for Faculty-wide collaboration to support diverse PGT student groups;
7. Work closely with colleagues within the Faculty leadership team and central services to develop and promote alumni and external stakeholder engagement in support of the Faculty postgraduate portfolio;
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 and deputise for the AD-E on the Library Strategic Advisory Group and 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).
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| **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 PGT 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.
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12 March 2025