JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Interim Academic Dean, Lancaster University Leipzig</th>
<th>Present Grade: Senior Staff Framework</th>
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<tr>
<td>Department/College:</td>
<td>LU Leipzig</td>
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<tr>
<td>Directly responsible to:</td>
<td>PVC Global (Digital, International and Sustainability)- (PVC-G)</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Academic Services Coordinator, various academic staff at LU Leipzig</td>
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<td>Contracting Institute for role:</td>
<td>Lancaster University Leipzig, Germany</td>
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**Other contacts**

**Internal:**
Vice Chancellor, Pro Vice-Chancellors (PVCs), Deans, Heads of Department, Directors of International Partnerships, Directors and management of Professional Services, academic and professional staff supporting LU Leipzig directly and indirectly.

**External:**
Senior leadership and staff of Navitas. Members of external agencies such as British High Commission, German Ministries, Senior Management team of LU Leipzig, external research funding agencies and others.

**Job Purpose:**
The Interim Academic Dean is the Senior Representative for Lancaster University on the LU Leipzig Campus located in Leipzig, Germany. The primary remit of the position is to support the building of a successful teaching partnership and, as the Campus develops, to advance partnership activities along three major themes: teaching, research and engagement.

The Interim Academic Dean is the Senior Academic posting at LU Leipzig and holds primary responsibility for representing Lancaster with academic and professional services partner staff, students and various external agencies whilst acting as Senior liaison to Lancaster staff in the UK.

**Major Duties:**
As Interim Academic Dean and a member of the Joint Institute Group, the Interim Academic Dean is the Senior Lancaster University representative at LU Leipzig and will play a front-line role in the following:

1. Leading and managing Lancaster University’s interests and responsibilities in regards the Lancaster University Degree programmes at Leipzig, including ensuring effective course delivery, the quality of the teaching, and enhancing standards; promoting existing academic programmes, and advising, facilitating and supporting the development of new opportunities across the academic portfolio.

2. Working to ensure that the partnership maintains a high profile and reputation in Germany and the broader European region and assist in the development of Lancaster University Leipzig as a leading HE provider in Germany.

3. With the PVC-G and colleagues, finalising the strategic plan for development of LU Leipzig and ensuring that the plan fits with Lancaster University’s strategy.

4. Implementing the development plan at LU Leipzig and preparing the annual work plan.
5. Working with the senior management at LU Leipzig and contributing to strategic planning through attendance at relevant committee meetings as agreed.

6. Initiating, maintaining and enhancing a close working relationship with colleagues and senior management of LU Leipzig and Lancaster University.

7. Supporting the PVC-G in the management of the partnership from a Lancaster University perspective, including the provision of information to the PVC-G and Project Management Group.

8. Attending all Project Management group meetings with Lancaster University via digital communication where appropriate. Undertaking physical visits to Lancaster University to strengthen the working relationship between partners.

9. Quality assurance – holding primary responsibility for:
   (i) the quality assurance of any work associated with the University partnership and monitoring and assisting with institutional (QAA) guidance with respect to moderation of assessment and marking
   (ii) the appointment of external examiners and the conduct of exam boards and other such appropriate requirements;
   (iii) participation in partner and joint exam boards;
   (iv) oversight of relevant data platforms as the means by which the partnership is administered from a QA perspective;
   (v) provide periodic reports to the PVC-G and Joint Institute Group on QA issues;
   (vi) dealing with QA related issues that arise.
   (vii) QA of pathway programmes leading in to the degree programmes

10. Organising teaching and academic research activities and ensuring educational quality

11. Liaising fully with all Lancaster University staff resident at LU Leipzig, providing mentoring and development opportunities.

12. Supporting the marketing and recruitment team at LU Leipzig with student recruitment; including attendance at fairs (domestic and overseas) to raise the profile of, and assist in the recruitment of, students to both the Leipzig and Lancaster campuses.

13. Promoting opportunities for students at LU Leipzig to visit other LU campuses for study visits or further study.

14. Working to develop and promote the activities between LU Leipzig and Lancaster University leveraging academic, industry and wider networks. Build engagement networks for Lancaster University within the region including liaison with alumni, public, authorities and communities.

15. Undertaking any other reasonable duties assigned by the PVC-G and the Joint Implementation Group.