

Leeds Beckett University – Job Description

School	School of Built Environment & Engineering
Post Designation	Course Director – Building Surveying and Facilities Management
Grade	9
Post to which directly responsible	Head of Subject
Purpose of Job	
<p>The Course Director has overall responsibility for the management and performance of the Building Surveying and Facilities Management UG & PG courses that the School currently offers and may seek to offer in the future. They will have responsibility for student recruitment and retention including the support of the students on the courses. The post will hold responsibility for maintaining the quality of the programmes delivered and also look for new avenues for the existing programmes to explore and grow. The postholder will be responsible for liaison with the professional bodies and any accreditation requirements. As a member of academic staff make an active contribution to teaching, research/enterprise and professional engagement. To form strong industry relationships to enable closer engagement with students and industry throughout the courses.</p>	
Responsibilities	
<ol style="list-style-type: none">1. To provide course leadership, organisation and management which ensures an excellent education and experience for students.2. To recommend to the relevant Head/s of Subject appropriate staffing and deployment for the course/s.3. To monitor and respond to Course key performance measures, through standard quality processes (and in collaboration with the Head of Subject):<ol style="list-style-type: none">a. Recruitment and admissions.b. Student progression.c. Standards of student achievement.d. All aspects of the NSS (or PG equivalent): teaching, curriculum and learning environment.e. Student employment.f. External Examiner reports.4. To lead appropriate course and curriculum development5. To lead excellence of learning, teaching and assessment delivery on course6. (Where appropriate) to act as a point of liaison with Professional, Statutory and Regulatory Bodies.7. To lead the provision of effective student support and academic advice.8. To lead coordination and integration of learning pathways and academic support framework to support student progression, employability and attainment.9. To undertake any such duties as may be specified by the Head of Subject or Dean of School.10. To undertake teaching on the course in module relating to their discipline.	
Equal Opportunities	
<p>We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.</p>	
Safety, Health and Wellbeing	

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

You will be based at the City /Headingley Campus in the first instance, but may be required to work at either campus.

Relationships

You will work closely with colleagues within the subject area and school as necessary. You will also maintain and develop links with colleagues in other schools as appropriate.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Academic staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 9 (£51,799 to £61,818). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement 38 days.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Leeds Beckett University – Employee Specification

Post Title	Course Director – Building Surveying and Facilities Management	Grade 9
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/Interview/Test/Other)
1. Academic/professional qualifications (at a minimum of a postgraduate level) and substantial experience in Building Surveying or Facilities Management.	✓	Application/Interview
2. Fellow of the Higher Education Academy (or to be achieved within 1 year of post commencement date).	✓	Application/Interview
3. Senior Fellow of the Higher Education Academy (to be achieved within 3 years of post commencement date)	✓	Application/Interview
4. An established record of teaching, research and/or professional practice related to the academic subject area.	✓	Application/Interview
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/Interview/Test/Other)
PLANNING & ORGANISATION		
5. Evidence of co-ordination of a significant element of academic delivery (course, pathway, large module etc.) with successful outcomes.		Application/Interview /Other
SERVICE DELIVERY		
6. Evidence of the ability to structure operational plans, meet deadlines and co-ordinate activity across a range of locations and with a significant group of colleagues. Concentration on outcomes and an ability both to respond to elements of concern and to build on areas of success.		Application/Interview /Other
TEAMWORK		
7. Very strong teamwork skills and the ability to work as a peer with colleagues at all levels of our University and to act as a source of guidance and influence for staff and students.		Application/Interview
COMMUNICATION		
8. An excellent communicator, both orally and in writing.		Application/Interview /Other
CREATIVITY & INNOVATION		
9. Must be creative in problem solving and in course development, seeking to drive the best possible outcomes for students.		Application/Interview
<p>Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University’s performance attributes. Please click here for further details.</p>		