

Job Description and Person Specification

Last updated: September 2024

JOB DESCRIPTION

Post title:	Director of Learning & Teaching: University of Southampton Delhi		
Academic Unit/Service:	University of Southampton Delhi		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	7
Posts responsible to:	Academic Provost & Associate Vice President (International)		
Posts responsible for:	Working collaboratively with the Campus Director to lead Directors of Programmes and Programme Leads		
Post base:	Office-based at the University of Southampton Delhi Campus (with some travel to the UK)		

Job purpose
<p>The Director of Learning & Teaching is a key strategic role who will provide strategic leadership for the educational activity undertaken at the University of Southampton Delhi. The role holder will work collaboratively with the Academic Provost & Associate Vice-President (International) and the Campus Director to develop a campus education strategic plan that reflects and delivers the University education strategy. They will then lead and promote the development and implementation of this education plan and will monitor and report on the implementation of the campus education plan against KPIs set through the annual business plan.</p> <p>Critically, the role holder will assume overall responsibility for ensuring compliance of the campus' educational activity with both the University's quality assurance and enhancement framework and the University Grants Commission (UGC) regulation. They will work collaboratively across the University to ensure that the programmes offered at the University of Southampton Delhi are imparted in a similar manner in aspects like curricula, pedagogy, assessment and other aspects, as that of the main campus and deliver a unique University of Southampton education all students regardless of place and mode of study. They will hold responsibility for oversight of the annual quality assurance processes, including the reporting that will feed into key campus committees, University committees, and UGC.</p> <p>The role holder will work with the Campus Director, wider campus staff body, and student representatives to ensure that the campus offers an outstanding student experience and that this meets the expectations of the specific student body in Delhi. They will identify best practice and support innovation in this aspect of the work of the campus, including working to embed education initiatives delivered across the wider University at the campus.</p> <p>The role holder will have a clear responsibility for ensuring the implementation of staff development, the evaluation of performance, and the dissemination of good practice relating to education. Working with the Centre for Higher Education Practice the role holder will support staff in the completion of the PG Certificate of Academic Practice (or equivalent), a requirement for academic colleagues at the University, and in the embedding of continuous improvement across the education portfolio at the campus.</p> <p>They will also proactively foster, secure and maintain mutually beneficial relationships with stakeholders and advisers in India and the UK. This will include supporting the relationship with the regulating body, the University Grants Commission in India, state and national government, and deep engagement with employers, alumni and the wider community.</p>

Key accountabilities/primary responsibilities	% Time
<p>1. Educational leadership</p> <p>Work with the Academic Provost & Associate Vice-President (International) and the Campus Director to develop a campus education strategy that reflects and delivers the University education strategy and the University of Southampton Delhi Strategy and business plan.</p> <p>Work with the University Vice-President Education & Student Experience and Associate Deans Education to ensure the University Education strategy and key priorities are operationalised on the campus.</p> <p>Implement and monitor a campus education action plan that takes an evidence-based approach to enhancing education practice and delivery using analysis of all relevant data sets including the results of student experience surveys, student academic outcomes, themes and trends arising from appeals and complaints to enhance performance.</p> <p>Chair the campus Education & Student Experience Committee and campus Quality and Standards Sub Committee.</p> <p>Contribute to campus networks, working groups and committees to support delivery of the campus and University education strategies.</p> <p>Serve as a member of the University's Education & Student Experience Committee and the Quality & Standards Sub Committee.</p>	35%
<p>2. Quality Assurance</p> <p>Take responsibility for the management and enhancement of the School's education activity, ensuring that it complies with the University's quality assurance and enhancement framework, and take responsibility for reporting and responding to the University's Academic Quality and Standards Committee (and so to Senate) in accordance with that framework and the annual quality governance cycle.</p> <p>Working with the Academic Provost & Associate Vice-President (International) and Campus Director support the development of education KPIs for the campus and monitor and evaluate performance against the latter.</p>	30%
<p>3. Student and Stakeholder engagement</p> <p>Ensure that systems are in place across the campus that promote receptiveness to the 'student voice' (e.g. through staff student liaison) and ensure that students are enabled to be actively involved in shaping their education experience.</p> <p>Ensure the inclusion of students in all quality assurance processes and campus committees to ensure a culture of enhancement in education.</p> <p>Lead and promote engagement with external strategic stakeholders related to the campus education provision (e.g. relevant local PSRBs and Industry partners).</p>	15%
<p>4. Staff Development and Performance</p> <p>Be involved in the appointment of appropriately qualified and skilled Directors of Programmes, Senior Tutors, and other student-facing education-relevant academic roles. Advise on the appointment and promotion of all Balanced contract and Education-focused ERE posts in the School.</p> <p>In collaboration with colleagues, the Doctoral College and CHEP, foster and maintain an environment in which the development needs of staff and students involved in education in the campus are met.</p> <p>Ensure that staff engage with development activities, including the completion of the PG Certificate in Academic Practice.</p> <p>Support the Academic Provost & Associate Vice-President (International) and Campus Director in ensuring implementation of a performance framework.</p> <p>As a senior member of the campus, lead the way in delivering an exceptional Student experience.</p>	15 %

Key accountabilities/primary responsibilities	% Time
<p>5. Culture and Inclusion</p> <p>Deputise for the Academic Provost & Associate Vice-President (International) as required and take on other duties that fall within the scope of the post as allocated by the Academic Provost & Associate Vice-President (International).</p> <p>Promote a culture of equality, diversity, inclusion and respect throughout the campus.</p> <p>Work with colleagues to embed EDI initiatives and follow best practice.</p> <p>Any other duties as allocated by the line manager following consultation with the post holder.</p>	5 %

Internal and external relationships
<ul style="list-style-type: none"> • All colleagues at the University of Southampton Delhi. • The University's Campus Delivery Partner. • Vice-Presidents of the University, particularly the Vice-President Education & Student Experience • Members of the wider Professional Services with responsibility for education and student experience activities including the Executive Director Student Life, Executive Director Student Administration & Academic Affairs, University Librarian & Director Library & Learning Services. • Members of Council, senior executives of the University, other senior office holders of the University, directors of professional services and the Vice-Chancellor's Office. • Associate Deans Education, Deputy Heads of School Education and programme leads. • Members of staff and students within the campus. • Key stakeholders, including the business community, government, funding and relevant professional bodies and societies. • Equivalent post holders in other Universities, nationally and internationally, including active participation in relevant bodies for leads of overseas campuses, or similar roles. • Local, national and international government bodies and public organisations, as applicable. • Related commercial organisations, as applicable. • Alumni and donors.

Special Requirements
<p>The person appointed, if not already a member of academic staff at the University, will be conferred with an academic title commensurate with their academic standing and discipline.</p> <p>It is expected that the person appointed will continue with and develop their own education scholarship, professional development and research ensuring academic standing and prestige within area of specialism continues.</p> <p>Based in Delhi, India this role will require visits to the UK and travel through Asia as and when required.</p> <p>Willingness to work out of hours where necessary.</p> <p>Cultural and cross-cultural sensitivity and understanding.</p> <p>Ability to represent the University of Southampton at senior level nationally and internationally.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge, and experience	<p>A higher degree, PhD or professional doctorate in a relevant academic area.</p> <p>Well established academic achievement, of international standing, in a field of expertise relevant to the campus, potentially recognised by membership of a relevant prestigious society or organisation.</p> <p>Significant track record of education leadership within a subject area relevant to the campus.</p> <p>Experience in an educational leadership role with detailed knowledge of drivers and trends in international higher education, especially in India.</p> <p>A proven track record of providing strategic and contemporary direction in the development of education.</p>	<p>Membership of Higher Education Academy or equivalent.</p> <p>Expertise and knowledge of the Indian higher education sector and/or knowledge of the National Education Policy of India.</p> <p>National Teaching Fellowship or equivalent.</p>	CV, application and selection processes
Expected Behaviours	Apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.		
Planning and organising	Proven ability to plan and shape the direction of an area of educational activity with substantial impact on recruitment and/or quality and/or student progression and outcomes.		
Problem solving and initiative	<p>Able to make judgements on significant new problems where precedent may not apply.</p> <p>Able to develop innovative solutions and practical implementations for strategic change.</p> <p>Ability to respond and adapt with agility to often rapidly moving events and developments in both the internal and external contexts.</p>		
Management and teamwork	<p>Ability to work across multiple disciplines within a faculty or campus with credibility.</p> <p>Ability to manage a range of cross-disciplinary academic and technical activities.</p> <p>Able to recognise and deal with obstacles and difficulties so that teams can deliver.</p> <p>Able to demonstrate leadership and to raise performance standards throughout own work areas.</p>	<p>Experience of leading and managing educational teams in a transnational campus of a major university.</p> <p>Experience of ensuring a harmonious relationship between different parts of a wider global university.</p>	

	<p>A proven track record of achieving performance targets and supporting others to meet their performance targets.</p> <p>Ability to shape a positive culture of management, leadership and engagement at all levels of the campus through exceptional leadership and personal example.</p>		
Communicating and influencing	<p>Able to establish and build major relationships with stakeholders.</p> <p>Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and others.</p> <p>Able to use influence to develop positions or strategies.</p> <p>Demonstrable networking skills and ability to develop and nurture partnerships and alliances across the University.</p> <p>Generate a culture of enthusiasm and passion for continuous improvement.</p> <p>Able to inspire and motivate employees at all levels.</p> <p>Excellent written and oral communication skills, including crafting and delivering complex messages for a diverse range of stakeholders.</p> <p>Ability to achieve results through persuasion and negotiation where no direct authority exists.</p>	Experience of leading education strategies for a transnational campus of a university.	
Other skills and behaviours Our Southampton Behaviours	<p>Experience of operating in multi and inter-cultural contexts, with the ability to lead in a complex organisation within the specific context of India.</p> <p>Ability to lead and manage change through an organisation.</p> <p>Demonstrates cultural and cross-cultural sensitivity and understanding.</p> <p>Able to represent the University of Southampton at senior level nationally and internationally.</p> <p>Able to build connections with relevant sector networks.</p> <p>Able to demonstrate alignment with the University's core values in all areas of work, and champion those behaviours in the directorate. (see appendix 1)</p>	Knowledge and understanding of current issues relating to the provision of modern, user-focused educational activity within a university.	

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles (e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (e.g.: strimmer, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public	x		
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University: Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback, and adapt my behaviour accordingly
	I show pride, passion, and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and act to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes, and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable, and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your people’s work productivity, performance, wellbeing, and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high-quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability, and impact and take appropriate steps to mitigate the risk or maximise potential benefits.