

OUR REWARD PRACTICES/ JOB DESCRIPTION: Interim Deputy Vice-Chancellor (Education & Student Experience)



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Generic role title:	DVC - Education & Student Experience
Job family:	Administration, Professional & Managerial
Reference number:	O4S19002
Grade:	Senior Management
Salary Scale:	Competitive, based on the Managerial and Professorial pay scale
Contract:	Fixed term Full time
Division/Directorate:	Office of the Vice-Chancellor
Location:	University of Kent, Canterbury campus
Line manager:	Vice-Chancellor & President
Areas of responsibility:	Education Division, Student Services, Professional Development & Education

Context

The University of Kent is a leading UK institution with an excellent reputation for outstanding teaching, strong research and international links. With many new initiatives underway to build on existing strengths, such as the Signature Research Themes, the Institute for Cultural and Creative Industries and the Kent and Medway Medical School. The University is continuing to look to the future whilst responding to sector-wide challenges.

To enable it to further its position and to navigate these challenges successfully, Kent has set out a vision and strategy that builds upon strong foundations in education, student experience and research, embracing flexibility and growth to ensure a sustainable future for our community.

As part of this, the Vice-Chancellor is reshaping the senior leadership team to ensure that it is effective and efficient and focused sharply on delivering the University's ambition to be a leading civic university, delivering an outstanding student experience and outcomes and world-leading research.

It is in the context of these exciting changes that the University has revised the portfolio of the Deputy Vice-Chancellor (Education & Student Experience).



Job purpose

Responsible for the University's continued excellence in student experience, and accountable for developing and delivering further innovations in educational programmes, the Deputy Vice-Chancellor (Education & Student Experience) will work across the University to implement new strategies and impact our Education offer alongside the wider student experience.

As a member of the University Executive Group and reporting to the Vice-Chancellor, the DVC (E&SE) has responsibility for the Education Division, Student Services, and the Directorate of Professional Development and Education. They will ensure that our educational programmes are relevant for the graduates of the future, and of an excellent standard; that student needs are met in both curricular and co-curricular dimensions and that we are working towards our ambition of offering one of the best student experiences in the UK.

The post-holder will help implement the exciting expansion of the offer in science, engineering and medicine, as well as embedding best practice in supporting transitions into the University and between stages of study, responding to the needs of an ever-diversifying student body.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	Strategy and planning
1.1	Provide visible and active leadership across the areas of student experience, engagement and education across Kent in order to enhance our students' curricular and co-curricular experience.
1.2	Develop a long-term strategy for the University's preparations and submissions for relevant assessment exercises such as the National Student Survey and TEF.
1.3	Evaluate, monitor and enhance the career pathways available for graduating students through an increased offering of years in industry, close work with the Careers and Employability Service, and maintaining a portfolio which is relevant to the job markets that they will enter.
2.	Educational leadership
2.1	Identify, reward and share excellent teaching practice to improve delivery of courses, and develop clear career pathways to enable outstanding educators to realise their potential.
2.2	Support and invest in new technologies and innovations in order that Kent can be a leading university in modern teaching practices, through both online/blended and on-campus delivery.
2.3	Work closely with the academic Divisions and with partner institutions to ensure and monitor the quality and relevance of our educational offering.
2.4	Responsibility for academic performance in relation to promoting excellence in teaching and learning.

3.	Student experience
3.1	Evaluate and improve the student support offering, including working with the academic Divisions and Student Services to enable consistency of support and ensuring that different populations of students have tailored support.
3.2	Work closely with the Kent Union, Commercial Services, Information Services, Estates and other student-facing services to ensure that the quality of provision for students is at an excellent standard across the University.
3.3	Alongside the Professional Development and Education unit, ensure that Kent offers a range of flexible work-based programmes and services.
3.4	Be responsible for implementing best practice across welcome, induction and transition into and through the University, student attainment and mental health support to enable all students to have an outstanding university experience.
3.5	Facilitate student input and contribution to the University, through the Kent Union and through co-production, in order to foster academic communities across Kent and enhance the diverse student voice.
3.6	Embed into courses and wider student experience, Kent's graduate attributes of: Confidence; Creativity and Innovation; Critical Reflection; Global/Cultural Awareness; Integrity and Accountability; Intellectual Curiosity; and Resilience.
4.	Management
4.1	Manage the Education Division, Student Services and Professional Development and Education, so as to enable the best possible experience to students.
4.2	Take ultimate responsibility for the implementation of strategy around student experience and teaching assessment exercises.
4.3	Work closely with the academic Divisions, supporting Directors to improve provision across education, experience and engagement.
4.4	Be accountable for quality assurance of education programmes, accreditation by professional, statutory and regulatory bodies and institutional engagement with externally-managed processes including TEF, QAA, NSS.

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Executive Group, Professional Service Directors, heads of sections in professional services areas, Directors of Divisions, Graduate & Researcher College, relevant University committees, boards and groups, Senate and Council, staff, students.

The DVC (E&SE) is a member of the University Executive Group.

External: Potential students, parents, alumni, professional and accreditation bodies, other universities and research partners, government bodies and departments, media and press, local and regional partners, funding bodies and councils.

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

The DVC (E&SE) will be an effective and consensus-building leader. They should be passionate about the complete student experience, with demonstrable commitment to innovation in education and support for students outside of the curricula. It is also expected that they will be an excellent communicator who is able to work consultatively across a range of teams and areas in both professional services and academic departments, committed to high performance and continuous improvement, and able to support Kent's development as one of the best universities in the country for education and student experience.

They will be able to demonstrate the following skills, experience, abilities and personal interests:

- A professorial background that includes a strong academic track record across both teaching and research;
- Demonstrable strategic leadership ability at a senior level, with the ability to lead through action;
- Significant experience managing large budgets and teams, and the ability to plan sustainably for the future;
- Knowledge and experience of teaching and learning issues in higher education, across the sector and internationally, including teaching assessment exercises;
- Demonstrable ability to deliver strategic priorities in line with wider University strategy;
- Experience working with colleagues in professional support areas to deliver integrated and comprehensive service for students;
- The ability to implement strategic plans and deliver successful, results-driven outcomes;
- A successful record in the recognition of new opportunities and development of innovative practices;
- An inclusive approach that facilitates the sharing of best practice across different areas and motivates staff to maximise their personal contribution to the University;
- Dedication to equality, diversity and inclusion with regard to both existing members of Kent and future cohorts;
- A commitment to the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research;
- The ability to enable those at Kent to perform at their best.