

Job Description: Faculty Director of Student Experience

Department:	Faculty of Sciences
Duration:	0.2 FTE. Normally 3 years, renewable once, but may be varied by mutual agreement with the Dean.
Location:	University of Kent, Canterbury or Medway Campus
Responsible to:	Dean of Sciences
Closing date for applications:	Wednesday 13 th July 2016
Interviews are expected to be held on:	Monday 18 th July 2016
Expected start date:	1 st August 2016

The role covers matters relating to the *non-academic experience* of undergraduate students provided by the Schools inside the Faculty. The role holder will help coordinate these at Faculty level. Note that this does not cover discipline, academic advisers, etc. where these relate to academic matters. Neither does it cover any matters relating to College affairs nor Student Services.

The Faculty

Academic schools at the University of Kent are grouped into three faculties:

- Humanities
- **Sciences**
- Social Sciences

Each Faculty is led by a Dean who, as the head of the Faculty, holds strategic and management responsibility for the Faculty through the line management of each of the Heads of School. The Faculty also has a Deputy Dean who supports the role of the Dean. The Head of Administration is responsible for all administrative functions within the Faculty and its respective schools and centres. The Faculty Directors and Associate Deans are drawn from academic staff within the Faculty and have a responsibility to lead in a specific area of Faculty business, e.g. research. All of these individuals, along with the Dean's PA make up the Faculty Team. The Deanery Office provides dedicated administrative support to the Faculty Teams.

The three faculties share a joint Faculties Support Office (FSO), the primary function of which is to support the faculties in discharging their responsibility for compliance with the academic administration requirements of the University.

Job Purpose

The Faculty is seeking to appoint a Faculty Director of Student Experience who will be a key member of the Faculty Team, and will work collaboratively with the Dean and fellow members of the Faculty Team to ensure that the Faculty is managed to the highest standards both strategically and operationally.

The Faculty Director of Student Experience is a key link between Schools and the University's strategy and initiatives in relation to the UG student experience and will work with the Dean, Deputy Dean, fellow Faculty Directors and Associate Deans, Head of Administration and Heads of Schools. In addition, the post-holder will coordinate with a wide range of other colleagues within and beyond the Faculty (such as the University's Director of Student Service and College Masters) to ensure that activities to enhance the student experience are developed, supported and promoted according with Faculty and University strategy, thus enabling the Faculty to achieve to its full potential.

This post carries a broad responsibility for the experience of UG students within the Faculty. The post-holder will play a proactive and advisory role in relation to their enhancement and development and will be centrally involved in working with Schools and Professional Services on the student experience from application through to employment after graduation.

Key Accountabilities / Primary Responsibilities

Overall, the post holder will take prime responsibility for this activity within the Faculty, including, the following areas:

Recruitment and Admissions

- Take forward the Faculty's employability strategy from the Faculty Plan.
- Act as the academic lead for the Faculty's engagement with employability activities across the full range of our undergraduate and postgraduate programmes.
- Act as the academic lead for the Faculty's engagement with Student Services and the Faculty's Employability Adviser.
- Help develop further the school level opportunities for work placements. This will involve liaising with the Careers and Employability Service.

Committees/Groups

- Consistent with the above, the post holder will be expected to review, develop, and implement policy across the Faculty. This aspect of the role will involve chairing

appropriate Faculty committees and working groups with particular responsibility for chairing the Faculty Student Experience Committee.

- To serve as a member of the Student Experience Board and present reports and recommendations to it from the Faculty.
- To be a member of ad-hoc groups\review panels (which may be established from time to time) to consider specific student experience-related matters.

More Generally

- To serve as a member of the Student Recruitment Subcommittee as Deputy Chair and present reports and recommendations to it from the Faculty.
- To be a member of ad-hoc groups\review panels (which may be established from time to time) to consider specific recruitment and admissions related matters.
- Liaise with UELT on relevant issues.
- Discuss with schools their provision of student centred (non-academic) services inside schools.

Internal & External Relationships

Internal: All staff in the Faculty Offices and Faculties Support Office;
 Heads of School and Centres;
 School Directors of Student Experience
 All staff in schools and centres across the University;
 All professional service departments within the University

External: External agencies; Professional bodies

Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

▪ **Qualifications / Training**

	Essential	Desirable
A faculty member of academic staff with a demonstrable track record of engagement in such matters at School or Faculty level.	✓	
Preferably has experience of student-centred matters e.g. sitting on relevant committees that address student matters, or has been involved in delivery of specific developments relating to student needs.		✓



▪ **Experience / Knowledge**

	Essential	Desirable
A proven track record of leadership in their field such as evidence of strategic leadership, policy analysis, development, planning and management or managing change	✓	
Experience of administrative responsibilities in a higher education setting	✓	
Experience of team management	✓	
Experience of liaising with high profile individuals, external agencies and professional bodies	✓	
A good knowledge and understanding of, or willingness to learn, the University's recruitment and admissions	✓	

▪ **Skills / Abilities**

	Essential	Desirable
High level of initiative and personal judgement in order to make independent decisions and recommendations	✓	
Strong interpersonal and negotiation skills that enable effective communication with a wide range of people, both internal and external to an organisation	✓	
The ability to be flexible and adaptable in approach to work, in both leading a team and working effectively as a member of a team	✓	

How to apply:

Internal applicants only within the Faculty of Sciences.

Applicants should submit a one-page A4 sheet, outlining their qualities and what they would see as achieving in this post, along with a summary CV (one-page A4 sheet).

Applications can be submitted electronically via email.

Please send applications to Joanna Walpole, PA to the Dean of Sciences, Marlowe Building room 32. J.L.Walpole@kent.ac.uk . Tel: 7833.

Please direct any other enquiries to the Dean, Professor Mark Burchell: M.J.Burchell@kent.ac.uk