



# **Assistant Vice-President (Education)**

**President's Office**

**December 2024**

# Role Profile

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<b>Post:</b>	<b>Assistant Vice-President (Education)</b>
<b>Department:</b>	<b>President's Office</b>
<b>Tenure:</b>	<b>Three years</b>
<b>Part-time</b>	<b>FTE 0.8 for first year; FTE 0.6 in subsequent years</b>
<b>Responsible to:</b>	<b>Vice-President (Education)</b>

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## Context of the Role

Since the launch of the new strategy and appointment of a new team of VPs, legacy City, University of London has embarked on a wide range of large change initiatives to deliver this strategy, to improve City's baseline educational outcomes and metrics and to respond to the changing external regulatory environment and conditions of registration of the OfS. Among work undertaken or ongoing has been TEF; Portfolio Review; a new programme approval process; Assessment for Learning; the academic transition project; the interdisciplinary project; regulatory change designed to enhance outcomes; APP work; work to progress the integration of EDI into our QA data; and the launch of a new curriculum management system. Recent work includes the overhaul of our collaborative provision governance and documentation, the launch of a new Teaching Quality Improvement Project; a new Digital Education strategy; overhaul of the APE and PPR processes; work on attendance and engagement, continuation and the degree-awarding gap.

On top of this, we are merging the educational regulations, policies and practices of legacy City and St George's, planning for the lifelong learning entitlement and the VP (Education) is also leading a renewed focus on international recruitment as part of her recruitment brief.

To help support this transformative work, we are seeking a senior university academic to work closely with the VP Education over the next three years to support and enhance our large portfolio of educational change and improvement initiatives and to support the merger of legacy St George's into a single School and into the University.

Reporting directly to the Vice-President (Education), the Assistant Vice-President (Education) will focus mainly on supporting key areas of quality assurance, with an emphasis on implementation. The Assistant Vice-President will support the Vice-President, Schools and Professional Services colleagues and the Students' Union to deliver excellent quality assurance, optimising alignment and communication between all parties to deliver Senate-approved policies.

## Main responsibilities

### Summary of Brief

Supporting the Vice-President (Education) to ensure adherence to educational policies, delivery of educational strategy and optimal educational outcomes, with a particular focus on supporting work on quality assurance including post-merger integration, educational improvement in external audits, including TEF, NSS and league tables, and ensuring adherence to OfS conditions of registration.

**Specific responsibilities will include:**

- follow-up on implementation of Portfolio Review actions, including adherence to the curriculum model
- approval of amendments
- support as directed for the Teaching Quality Improvement plan
- support for integration activity, including membership of the Regulations and Policies working group
- approval of External Examiners
- advice on adherence to OfS conditions
- ensure implementation of actions to eliminate academic misconduct, working with allocated resources
- support for the Educational Implementation Group decisions and outcomes
- deputising for the VPE when required, whether chairing committees or attending meetings
- Deputy Chair of committees when required
- to work with QUAD, LEAD and Schools to ensure joined up action with a focus on improving outcomes
- other tasks as required by the VPE in response to University strategic imperatives

**Key stakeholders:**

QUAD, Academic Registrar, Deputy COO, Schools (particularly Associate Deans (Education), Quality Officers and HoDs and SHMS), Director of LEAD

**Additional information**

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University
- *Sustainable Development*

The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at [www.city.ac.uk/green-policies](http://www.city.ac.uk/green-policies).

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.*

*Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.*

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# Candidate Specification

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<b>Post:</b>	Assistant Vice-President (Education)
<b>Department:</b>	President's Office
<b>Tenure:</b>	Three year appointment. FTE 0.8 for the first year. FTE 0.6 thereafter.
<b>Responsible to:</b>	Vice-President (Education)

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## Qualifications, Skills and Experience

- This is a senior academic appointment and the successful candidate will have significant experience of senior management within the Higher Education sector, particularly in relation to education; demonstrate excellent interpersonal, communication and relationship development skills in forming new professional relationships and partnerships.

### Qualifications and knowledge:

- Minimum first degree (or equivalent) and preferably a relevant professional qualification
- Fellowship of the HEA, preferably SFHEA or PFHEA
- An excellent understanding of the education sector, with knowledge and understanding of the direction and strategic landscape of higher education
- Understanding and appreciation of the challenges and opportunities relating to HE and its strategic context

### Experience:

- Demonstrable Leadership and Management experience, ideally in the Education or Quality Assurance domain
- A track record of delivery of improved institutional performance in a management role, preferably across disciplines and/or Schools
- Significant experience working as a senior member of Academic Staff in a University
- Experience and understanding of how to ensure that outcomes are delivered in a complex HE environment
- Awareness/understanding of the importance of, and activity required to deliver the necessary integration of regulations, policies, activities to create a unified School and University post-merger
- Experience of working positively with students to achieve improved outcomes

### Skills:

- Good organisation and time management skills; working to strict deadlines
  - Project Management skills
  - Report writing and programme administration
  - Social and interpersonal skills (working professionally with a diverse stakeholder group)
  - Excellent verbal and written communication – able to convey ideas and information clearly
  - Influencing and negotiation skills
  - Proficient IT skills appropriate to the post
  - Proactive with the ability to work independently and as part of a team
  - Demonstrable ability to advocate for equality, diversity and inclusion for students and staff
  - Excellent problem solving skills
  - Flexible approach to work
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Further information:

The role attracts a Responsibility Allowance of £9,537 per annum.

The appointed candidate will continue hold his/her current academic post on a FTE 0.4 basis (if currently holding a full-time appointment).

Should you wish to apply for this role, please email your application, setting out how you meet the requirements of the role, together with your CV, to Mary Luckiram, Director of HR  
[mary.luckiram.2@city.ac.uk](mailto:mary.luckiram.2@city.ac.uk)

The Closing Date for applications is Monday 6 January 2025.

Interviews for the role will take place on Friday 10 January 2025.