

Director of Postgraduate Studies
Post ref: NU3324

Salary Scale: £42,978 - £56,021/£57,696 - £64,914 per annum

Vice-Chancellor
Professor Jackie Dunne

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

The new School of Business and Law was established in 2022, serving as a cornerstone of innovation and excellence within Birmingham Newman University. With a foundational commitment to the United Nations' Sustainable Development Goals (SDGs), the school is dedicated to integrating sustainability, ethics, and global responsibility at the core of its curriculum and houses a Research Centre focused on Social Justice. Offering diverse programmes at undergraduate and postgraduate, such as Business and Management, Accounting and Finance, Computing, Law, Criminology, Policing, and Working With Children,

scholarship and professional practice that informs our learning and teaching and has a positive impact on society.

Our values:

We champion and give voice to the catholic traditions of education, equality, and social justice.

We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.

We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.

We are ethical, honest a

Job Description

Job Title: Director of Postgraduate Studies

Grade: AC3 / AC4

Salary: £42,978 - £56,021/£57,696 - £64,914

Hours: Full Time

Department: School of Business and Law

Reporting to: Associate Dean

Purpose of Post:

The Director of Postgraduate Studies holds a pivotal role in shaping the future of postgraduate education and Higher and Degree Apprenticeships within the School of Business and Law.

Partner with university-wide teams on the school's higher and degree apprenticeships strategy, ensuring compliance with quality assurance and regulatory standards. Promote consistency and synergies across programmes to support student engagement and success.

Delivering lectures across the postgraduate programmes, specifically in areas that align with their expertise.

Supervising postgraduate student projects, ensuring high-quality research and application in relevant subject areas.

Leading the creation and facilitation of a wide range of postgraduate student induction activities, aimed at seamlessly integrating students into the postgraduate community and enhancing their learning experience from the outset.

Build and maintain networks with businesses, organisations, alumni, educational institutions, and professional bodies to strengthen the university's connections and resources.

Elevate the profile and reputation of the postgraduate programmes at local, national, and international levels, highlighting their relevance to professional and business communities.

Establish and nurture partnerships with professional and academic bodies to bolster the university's standing in the academic and professional worlds.

Act as an ambassador for the School of Business and Law, representing the university and its postgraduate programmes at various events to enhance visibility and attract potential students.

Fulfil administrative duties typical for a directorial position, including participating in school, faculty and university task groups, committees, and boards to contribute to broader institutional goals.

Continue personal academic contributions through research, scholarship, and teaching, enhancing the School's academic standing and offerings.

Commit to ongoing personal and professional development, staying current with sector changes, digital advancements, and pedagogical innovations to lead effectively in a dynamic educational landscape.

Collaborate with internal stakeholders to address student welfare, ensuring a safe and supportive learning environment.

Uphold and advocate for fairness, trust, equality of opportunity, and diversity in all university practices, contributing to an environment that welcomes and supports all members.

Engage in and contribute to the university's dedication to environmental sustainability by embedding sustainable practices throughout the postgraduate programmes. This involvement will directly support the School's objectives within the Principles of Responsible Management Education, emphasising the integration of ethical and sustainable strategies into the curriculum and operational approaches.

Fulfil additional academic duties as assigned by the Associate Dean Business and Law, appropriate to the role and grade.

In accordance with the University's Information Security Policy, please specify if the post holder will be dealing with 'restricted information' or 'highly restricted information' as part of their duties.

2. Health & Safety:

Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements

in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

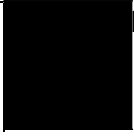
Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	<p>A first degree in a relevant area.</p> <p>A relevant teaching qualification (PG Cert or TLHE) And / Or Fellowship of HEA (or willingness to achieve this within 18months of commencing the post</p> <p>MBA or Masters qualification in a Business subject.</p>	Application	<p>DBA/PhD or near completion in a relevant area.</p> <p>Senior Fellowship of HEA.</p>	Application

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	<p>programme relevance and employability outcomes.</p> <p>Knowledge of quality assurance processes and accreditation requirements for postgraduate programmes, ensuring compliance and excellence.</p> <p>Experience in strategies aimed at improving student retention, satisfaction, and employability, showing a commitment to</p>			

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
			<p>closing projects related to curriculum development and programme delivery.</p> <p>Familiarity with the regulatory framework affecting higher and degree apprenticeships, including compliance, funding rules and quality assurance.</p>	
Personal qualities and attributes	<p>Demonstrate the ability to lead with vision and purpose, inspiring teams towards achieving objectives.</p> <p>Show the capacity to navigate challenges and adapt to changes in the educational landscape with perseverance and optimism.</p> <p>Uphold high ethical standards and integrity in professional conduct, fostering a culture of trust and respect.</p> <p>Demonstrates an understanding and consideration for the needs and perspectives of students and colleagues.</p> <p>Possess an awareness of and sensitivity to cultural differences, valuing diversity and fostering an inclusive environment.</p>	Application/ interview	<p>Demonstrate strong analytical skills, able to evaluate data and feedback to inform decisions.</p> <p>Anticipates future challenges and opportunities in postgraduate education, planning accordingly to keep the university at the forefront.</p> <p>Willingness to embrace and drive change by exploring new educational technologies and pedagogical methods.</p> <p>Engage in proactive and open communication, effectively conveying ideas and listening to others.</p> <p>Pay attention to the details of programme development and management, ensuring thoroughness in execution.</p>	Application/ interview
Other	Active membership in relevant professional and academic bodies, and/or a commitment	Application/ interview	An understanding of the challenges faced by international	Application/ interview

Criteria	Essential	Form of Assessment (*amend as applicable)		e	Form of Assessment (*amend as applicable)
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General Terms & Conditions of Employment

This post is a fulltime appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade AC3/AC4 £42,978 - £56,021/£57,696 - £64,914 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; the University is prohibited, by law, from helping you to

the full range of staff benefits available can be found on our website:

<https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 7th May 2024

Interviews will take place on 26th June 2024
