

SCHOOL DIRECTOR OF RESEARCH

Role Summary

Reporting to the Head of School, the School Director of Research will provide academic leadership in the promotion of excellence in research, knowledge exchange, innovation, impact and commercialisation across the School. As a member of the School Executive, the postholder will also play an important role in supporting the Head of School in developing and delivering the School's strategic and operational priorities.

Duties

- Work closely with the Head of School and Vice-Principal (Research) to co-ordinate the development of the School's Research Strategy, ensuring it aligns with the institution's strategic ambitions and vision outlined in Aberdeen 2040 and the School strategic and operational plans;
- Co-ordinate the development, monitoring and review of Key Performance Indicators (KPIs) for the School's (i) research, (ii) knowledge exchange and (iii) research impact performance, making recommendations for enhancement to the Head of School, School Executive and School Research Committee as required;
- Co-ordinate and have oversight of the School's monitoring of research quality, ensuring that appropriate strategies are in place to underpin (i) the reporting of outcomes/impacts to external organisations and funding bodies and (ii) internal and external review processes, making recommendations to the Head of School, School Executive and School Research Committee as required;
- Ensure the effective implementation of institutional research-related policies, procedures and practices at School level, working with colleagues in other Schools and/or Professional Services Directorates as appropriate, to ensure that they continue to support the achievement of School and University research ambitions;
- Promote excellence across all areas of the School's research culture and environment, including:
 - stimulating research, knowledge exchange, innovation, impact and commercialisation performance,
 - supporting the achievement of additional external funding for research, innovation and impact enhancement,
 - disseminating information and sharing best practice across the School;
- Liaise closely with colleagues internal and external to the University to gather intelligence on the external funding landscape, ensuring that funder priorities and funding opportunities are communicated effectively to staff;
- Facilitate interaction and collaboration with other Schools to showcase and promote high quality research, including interdisciplinary and challenge-led research as well as impact and knowledge exchange;
- Facilitate strategic networking to proactively develop new and promote existing collaborative and/or funding relationships with key stakeholders, including local, regional, national and international partners, institutions and organisations;
- Provide motivational leadership, support and guidance to staff and PGR students in the School, including the development and implementation of mechanisms for effective mentoring, development and other support for all Research-active staff, particularly early-career researchers and PGR students;
- Provide peer review support and guidance (or nominate alternative sources of such support) to staff applying for external research funds to enhance the quality of applications, promoting Full Economic Costing (FEC) considerations, research ethics and other matters as appropriate;
- Oversee risk management processes in relation to research within the School, acting as first point of contact for any health & safety, ethics and/or other issues of concern;
- Co-ordinate the development of an informed and constructive School response to institutional and/or external research enquiries and consultation processes;
- Participate as a member of the School Executive team, providing support to the Head of School and taking forward action points as required;
- Convene School- and institutional-level committees, sub-committees and ad hoc working/task & finish groups relating to research, encouraging open and transparent debate and discussion

and ensuring the effective dissemination of information as appropriate to members of staff and students;

- Represent (and/or nominate and support deputies to represent) the School on institutional, School-level and external committees as appropriate, ensuring a transparent, effective and timely 2-way flow of information between the committee/working group and (i) the Head of School, (ii) School Executive members, (iii) members of staff/students and (iv) other School-/institutional-level committees as appropriate;
- Deputise for the Head of School as required.

Person Specification

The School Director of Research will be expected to demonstrate the following experience and expertise (in addition to any specific requirements as determined by the Head of School to suit local circumstances):

- Proven track record in research activities including evidence of esteem which may include innovation, impact, knowledge exchange and commercialisation of outputs;
- Demonstrable ability to build productive working relationships with colleagues and a wide range of stakeholders (internal and external to the School);
- Detailed knowledge of funding landscape and funding councils' policy priorities around research and knowledge exchange, evidenced by a proven track record of attracting external funding;
- Evidence of a fair and transparent approach to decision-making, with the confidence to delegate and empower colleagues;
- Demonstrable ability to inspire and motivate colleagues;
- A commitment to interdisciplinarity and a demonstrable ability to promote an inclusive approach that facilitates the sharing of best practice across different areas;
- An entrepreneurial and innovative approach, with sound judgement and problem-solving skills;
- Excellent communication, influencing and negotiation skills.

Period of Office

Appointment will be for a period of 3 years, which may be renewable following the conclusion of the appointment process for School-wide management roles as outlined in the Guiding Principles for School Management & Governance Arrangements.

SCHOOL DIRECTOR OF EDUCATION

Role Summary

Reporting to the Head of School, the School Director of Education will provide academic leadership in the development and promotion of excellence in learning, teaching, assessment and feedback for undergraduate and taught postgraduate provision and the student experience across the School. As a member of the School Executive, the postholder will also play an important role in supporting the Head of School in developing and delivering the School's strategic and operational priorities.

Duties

- Work closely with the Head of School and Vice-Principal (Education) to co-ordinate the development of the School's Education Strategy, ensuring it aligns with the institution's strategic ambitions and vision outlined in the Aberdeen 2040 strategic plan and the School strategic and operational plans;
- Co-ordinate the development, monitoring and review of Key Performance Indicators (KPIs) for the School's education performance, making recommendations for enhancement as required;
- Review, develop, monitor and enhance policies, procedures and practices at School level to ensure the quality assurance and quality enhancement of the School's undergraduate and postgraduate taught provision (including online learning and transnational education) and support the achievement of School and University strategic ambitions;
- Promote excellence across all pedagogical activities and ensure the maintenance of quality assurance standards for all undergraduate and postgraduate taught provision (online, blended and on-campus provision) across the School, including (i) approval of course and programme proposals, (ii) the design, implementation, evaluation and review of mechanisms for the quality assurance and quality enhancement of teaching, learning, assessment and feedback and for the safeguarding of academic standards, (iii) oversight of external examiners' reports and (iv) review of student satisfaction metrics, including National Student Survey (NSS), Graduate Outcomes (GO), course evaluation assessments, degree outcomes etc.;
- Co-ordinate arrangements for the Internal Teaching Review (ITR) of the School's degree programmes and external/professional accreditation processes;
- Ensure the effective promotion and dissemination of recognised best practice in relation to undergraduate and postgraduate taught provision, taking account of quality assurance standards and encouraging excellence in education and the wider student experience;
- Facilitate interaction and collaboration with other Schools to develop and promote interdisciplinary courses and programmes and the sharing of best practice;
- Facilitate strategic networking to proactively develop new and promote existing collaborative relationships with relevant local, national and international partners, institutions and organisations in (i) undergraduate and postgraduate taught teaching & learning provision and (ii) the wider student experience, including articulation agreements and other collaborative/partnership arrangements;
- Assess and implement recommendations at School-level from the Quality Assurance Committee and/or external examiners on mechanisms for the assurance of quality and academic standards and, as appropriate, on the overall teaching & learning experience across the School;
- Provide motivational leadership and guidance to School staff to ensure the promotion, development and implementation of effective mentoring, development and other professional development opportunities in relation to learning, teaching, assessment and student feedback;
- Oversee risk management processes in relation to teaching & learning within the School, acting as first point of contact for any health & safety and/or other issues of concern;
- Monitor student admissions (undergraduate, postgraduate and online) against targets and oversee School-based recruitment activities, working closely with the School Administration Manager and colleagues in Professional Services Directorates as appropriate;
- Have strategic oversight of student recruitment and marketing initiatives across the School, including targeted activities for specific programmes/courses, undergraduate/postgraduate Open Day events, prospective student visits and studentship funding events working closely with the School Administration Manager and colleagues in Professional Services Directorates as appropriate;

- Co-ordinate the development of an informed and constructive School response to institutional and/or external teaching & learning-related enquiries and consultation processes;
- Participate as a member of the School Executive team, providing support to the Head of School and taking forward action points as required;
- Convene School- and institutional-level committees, sub-committees and ad hoc working/task & finish groups relating to teaching & learning and the wider student experience, encouraging open and transparent debate and discussion and ensuring the effective dissemination of information as appropriate to members of staff and students;
- Represent (and/or nominate and support deputies to represent) the School on institutional, School-level and external committees as appropriate (including the University Education Committee as agreed with the Head of School), ensuring a transparent, effective and timely 2-way flow of information between the committee/working group and (i) the Head of School, (ii) School Executive members, (iii) members of staff/students and (iv) other School-/institutional-level committees as appropriate;
- Deputise for the Head of School as required.

Person Specification

The School Director of Education will be expected to demonstrate the following experience and expertise (in addition to any specific requirements as determined by the Head of School to suit local circumstances):

- Proven track record of effective leadership in the development, delivery and/or research of learning, teaching, assessment and feedback activities at programme and/or School level;
- Demonstrable commitment to (and ideally experience of) providing an outstanding experience for all learners (on-campus, online, blended and distance) at all levels (undergraduate, postgraduate and short courses);
- Experience and understanding of student feedback mechanisms (e.g. NSS, course evaluations) and a demonstrable ability to put in place actions that lead to enhancement;
- Proven track record of engaging constructively with students through feedback processes, providing effective support to enable the successful achievement of learning and teaching outcomes;
- Experience and understanding of employability and entrepreneurship, with a demonstrable ability to develop innovative approaches that seek to enhance employability outcomes;
- Proven track record of educational innovation, with a demonstrable ability to engage stakeholders in developing and driving forward new approaches to teaching.
- Demonstrable knowledge and understanding of quality assurance processes and practices for teaching, learning and assessment;
- Demonstrable ability to build productive working relationships with colleagues and a wide range of stakeholders (internal and external to the School);
- Demonstrable ability to work collaboratively within and across School and University groups/committees with the aim of influencing, informing and leading the School's Education strategy;
- A commitment to continual quality enhancement and review, particularly in relation to curriculum development and the organisation of teaching, learning and assessment;
- Evidence of a fair and transparent approach to decision-making, with the confidence to delegate and empower colleagues;
- Demonstrable ability to inspire and motivate colleagues;
- A demonstrable ability to promote an inclusive approach that facilitates the sharing of best practice across different areas;
- An entrepreneurial and innovative approach, with sound judgement and problem-solving skills;
- Excellent communication, influencing and negotiation skills.
- Higher Education Academy (HEA) accreditation is desirable, but not essential.

Period of Office

Appointment will be for a period of 3 years, which may be renewable following the conclusion of the appointment process for School-wide management roles as outlined in the Guiding Principles for School Management & Governance Arrangements.