

# (Internal Only) Academic Director, Centre for Apprenticeships

## POSITION OVERVIEW

<b>Location</b>	London-based / Hybrid (as per business need)
<b>Term</b>	4 years fixed term (2 years + option to renew for a further 2 years)
<b>FTE</b>	0.8 FTE
<b>Salary</b>	N/A
<b>Reports to</b>	Associate Dean, Teaching and Learning (Faculty)
<b>Start</b>	By the end of June 2024 (or as soon as possible)

## The Role

Northeastern University London (NU London) seeks to appoint an Academic Director, the Centre for Apprenticeships.

The Academic Director is the primary academic representative of Apprenticeships and other Work-Related Learning (WRL) programmes in the university and the academic lead for all faculty in relation to their work for this academic provision, with responsibility to ensure the provision is innovative and high quality in design and delivery, yielding outstanding learner and partner experience and outcomes.

They report to the Associate Dean, Teaching & Learning (Faculty) and have a dotted line to the Associate Dean, Innovation and Enterprise.

The role holder will have a keen interest in innovative teaching, learning and assessment and strong experience in leading and managing teams of faculty in the delivery of Apprenticeships, including strong knowledge and understanding of quality assurance processes and regulatory requirements.

### About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further, expanding its student cohort, courses, network and opportunities.

### Duties & Responsibilities

In relation to Apprenticeships and WRL, the role holder:

- Is actively engaged with the HE and workforce development landscape and works proactively with the Director of Apprenticeships and other senior colleagues to help shape strategic direction in this area, in line with the university's wider strategic goals.
- Represents Apprenticeships and WRL academic provision in relevant committees.
- Works proactively with the Associate Dean, Teaching and Learning (Faculty) and other relevant colleagues to:
  - Set expectations for faculty and provide detailed guidance and training.
  - Provide oversight of faculty delivery of programmes and courses, with regular monitoring.
  - Maintain the academic standards and quality of teaching and learning in this area.
- Works proactively with the Associate Dean of Faculty Affairs, Faculty Directors, discipline leads, and other relevant colleagues to:
  - Provide overall line management to faculty in this area.
  - Plan faculty workloads and undertake hiring and induction.
  - Oversee and manage faculty feedback and career progression, including Annual Review meetings (leading and/or attending such meetings as appropriate).
  - Oversee and manage faculty leave requests to ensure teaching cover as required.
  - Initiate, develop, and monitor performance improvement plans as needed (e.g. initiating guidance and monitoring in response to items flagged in employer/learner feedback).
- Works proactively with the Associate Deans, Teaching & Learning, discipline leads, and Academic Services to:
  - Oversee, manage, and contribute to programme and course documentation, delivery, and review, e.g. NPP1s, NPP2s, Programme Specs, Course Descriptors, Programme Handbooks, VLE pages, assessment briefs and examination papers, initiating adjustments and sharing good practice as appropriate.
- Works proactively with the Director of Apprenticeships and other relevant colleagues (e.g. operations and business relationship management teams) to ensure a high quality and joined-up experience for learners and partners.
- Works proactively with the Learning Technologists and other relevant colleagues to:
  - Oversee the design and development of high-quality asynchronous courses.
  - Oversee the review and redevelopment of courses and programmes in response to Programme Reviews, stakeholder feedback, and evolving business needs.
  - Promote the close collaboration between faculty, learning technologists,

and multimedia specialists.

- Works with the Director of Apprenticeships and other relevant colleagues (e.g. Marketing, Recruitment), to help promote the provision to wider audiences.
- Liaises and coordinates with members of the wider university and external institutions (particularly Apprenticeship partners) as required.
- Upholds and promotes equality, diversity and inclusion.
- Undertakes further duties as specified by senior leadership, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

### **Person Specification (Essential Criteria)**

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Demonstrable experience of successfully leading and managing teams of faculty in the delivery of Apprenticeships.
- Demonstrable experience of high-quality teaching, pedagogy and scholarship in an area relevant to at least one of the Centre's programmes.
- Proven ability to produce high-quality programme and course documentation (e.g. programme specifications, course descriptors).
- Demonstrable experience of supporting management of budgets and resourcing.
- The ability to engage confidently and competently with academic and professional communities and to participate proactively in activities which develop the quality and reputation of programmes within the Centre.
- Excellent written and verbal interpersonal and communication skills.
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship.
- Excellent time-management and organisational skills.

### **Application Process**

Applications are to consist of a 1-page Cover Letter and a CV. Applicants should address the selection criteria and indicate how their background and expertise align with the job role.

Candidates are welcome to make informal enquiries. Please email Dr Chiara Alfano (Associate Dean, Teaching and Learning (Faculty)): [Chiara.Alfano@nulondon.ac.uk](mailto:Chiara.Alfano@nulondon.ac.uk) and Dr Naomi Goulder (Deputy Dean and Associate Dean, Innovation and Enterprise): [Naomi.Goulder@nulondon.ac.uk](mailto:Naomi.Goulder@nulondon.ac.uk).

Names and contact information of references should be provided at the end of your CV. References may be sought for shortlisted candidates.

Applications are welcomed from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates

must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Applications should be made via [this link](#) by 23:59 on **29 May 2024**.

Reference: Academic Director, Centre for Apprenticeships Ref: '**ADCA0524**'.