Appointment to Pro-Vice-Chancellor (Education)

Ref: 1537729
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Welcome from the Vice-Chancellor and President

Dear Applicant

I am delighted that you are considering applying for the newly created post of Pro-Vice-Chancellor (Education) at what is a particularly exciting time for us here at Ulster.

Ulster University is in the top 3% globally, with a £200m turnover, and has a central role to play in Northern Ireland’s future. The University is developing a new and ambitious strategic plan for the next 15 years and is setting itself challenging goals for the delivery of its academic mission. We wish to appoint three outstanding leaders to Pro-Vice-Chancellor positions who will contribute at a leadership level to our ambitions. These positions, which form part of a refreshed and streamlined leadership team, offer exciting opportunities for energetic and dynamic individuals who will embrace the University’s ambitions and help shape its future direction and success.

For each of these key roles the University is seeking to appoint individuals with proven academic leadership credentials and with the ability to inspire and lead a diverse range of staff. They will have an inclusive and determined approach to leadership, encouraging ideas, initiative and innovation in others whilst establishing a cost-effective and high-performance culture based on continuous improvement. The successful applicants must be able to build strong stakeholder relationships and play a key strategic role in enabling the University to fulfil its potential.

Within this pack you will find the following:

- A profile of the University;
- Information on our inspirational education;
- Information on our emerging strategic plan;
- Information about Northern Ireland;
- A job description, personnel specification and details on how to apply.

I very much look forward to receiving your application and finding out how you see yourself contributing to our success.

Professor Paddy Nixon
Vice-Chancellor and President
Ulster University: Education to Inspire

Ulster University is Northern Ireland’s largest university and our multi-campus dynamic means that although we are international in our outlook, we have our roots firmly embedded in the local community. We are a dynamic university where student aspiration and market demand meet.

Ranked as one of the world’s top 100 young universities, our student centred approach to learning and teaching combined with our modern and engaging learning environment supports the intellectual and personal ambitions of each and every student. We inspire and equip our graduates to be adaptable and to thrive in their chosen fields.

Our economic impact is also something to be proud of. In 2012-13, Ulster University generated total GVA of over £385 million, contributed over £810 million to the local economy and we currently have an annual turnover of £200m.

With a £250m investment in the redevelopment of our new Belfast campus and plans for expansion at our Magee campus in Derry-Londonderry being progressed, this is an exciting time to be part of Ulster University.

Career focussed learning is central to our delivery of the most rewarding student experience and education. An experience that our highly skilled teaching staff deliver with energy and passion; and one that nurtures ability and talent to its full potential. With over 90% of our graduates in work or further study 6 months after leaving university and an overall student satisfaction rating of 89%, an Ulster University education delivers and rewards.

From digital fluency to international outlook, our student learning experience fosters the skills and the mind set essential for future opportunity.

Currently over 25,000 students are registered on programmes ranging from first degree to doctoral level across the four campuses, with a further 4,000 students registered on franchise programmes with partner institutions, both at home and internationally.

We are widely acknowledged for our achievements in widening participation in higher education, and our flexible distance learning facility provide students worldwide with access to our teaching excellence.

We collaborate with our students throughout their learning journey. Our extensive workplace connections maximise the opportunity to put learning theory into entirely relevant practice. 2,000 of our students undertake industrial or professional placements every year. This sets us apart, and sets our students on rewarding career paths with confidence.

We are proud to play our part in an increasingly confident Northern Ireland, delivering the education that sustains the pipeline of assured graduates who continue to make an impact locally and further afield.
Recent Highlights

Ulster University Business School celebrated 40 years of success and teaching excellence.

Ulster University scientists revealed a major breakthrough in the global fight against pancreatic cancer.

Get invited, a start-up business established at Ulster University, has reached £1 million in sales of its next-generation online event registration and ticketing platform.

As part of Ulster University’s student fashion show, style academy models hit the runway at the iconic Saint Anne’s Cathedral showcasing the creative talent the University has to offer.

Phase one of Ulster University’s enhanced Belfast campus is now open, giving the city the first sight of the University’s vision for a modern, innovative and inspiring environment for teaching, learning and research.

Ulster University Elks, captain Megan Frazer, led the women’s hockey team to victory, lifting the coveted Irish Senior Cup for the first time in March, signalling celebrations among supporters far and wide.
Our Emerging Strategic Plan

The University is in the process of developing a new strategic plan which will envisage the role, character and performance of the University in 15 years time. Whilst the strategy is still under development it is now clear that it will be structured under four core pillars:

- Our internationally excellent and world leading research;
- Our leadership and commitment to teaching excellence;
- Our civic contribution and societal impact;
- Our role in the international community.

The process is now underway to support the development of these four pillars around which the future focus of the University will be built.

The University is currently reviewing how best to ensure that it is able to enhance and grow its distinctive strengths and is also able to respond to the current challenges in the sector. Alongside the development of the future strategy, values and culture we are also reviewing and refining the University’s organisational fitness to achieve its ambitions. Work is underway on a comprehensive review of the University’s academic structures and the current model for professional services (the specialist services and departments vital to supporting the University’s academic delivery).

We aim to be a relentlessly ambitious university; one that is able to contribute confidently to global challenges and one that has at its core the economic, cultural and social prosperity of Northern Ireland.
Ulster University is one of the most popular universities in the UK and attracts students, researchers and staff from all around the world. They are drawn here not only for our renowned teaching excellence, exceptional learning experience and pioneering research, but also for the friendly and thriving environment that Northern Ireland has to offer.

In association with discovernorthernireland.com, here is a brief overview as to what makes Northern Ireland a great place to live and work.

The variety of our small country is amazing – from rolling landscapes and hazy mountains, intriguing towns and villages to some of the most vibrant, cultural and history-rich cities.

Our economy is thriving. New industries are being created. Cities are being revitalised with millions being invested in regeneration. There is a new cultural vitality, pride and optimism. Instead of emigrating, our brightest graduates are staying. Tourism is thriving too, with new visitors discovering our humour, hospitality, scenery and quality of life.

The Lonely Planet travel guide has listed Northern Ireland as one of the top ten European destinations. There are a huge range of leisure activities to suit all tastes and our tourist attractions include a UNESCO world heritage site. We have the lowest cost of living in the UK, excellent schools and our people are warm and welcoming. Today Northern Ireland is a confident and vibrant place to live and work.

Find out more discovernorthernireland.com
Job Description

Post title: Pro-Vice-Chancellor (Education)

Reports to: The Vice-Chancellor

Ref: 1537729

Background and Purpose

The University wishes to appoint an outstanding leader to the position of Pro-Vice-Chancellor (Education). The position offers an exciting opportunity for an energetic and dynamic individual who will help shape the future direction education at the University. The Pro-Vice-Chancellor (Education) has full responsibility for all matters relating to the learning, teaching and student experience of the University and will be passionate about ensuring our students have the best possible learning experience.

The Pro-Vice-Chancellor will lead the development of our student education, promoting teaching excellence, embracing innovation and encouraging diversity. The Pro-Vice-Chancellor will have portfolio responsibility for ensuring that Ulster University students are effectively prepared for the competitive global employment market.

This post is one of three Pro-Vice-Chancellor positions, each of which supports the Vice-Chancellor in academic and strategic activities. As a member of the University’s senior leadership team, the position of Pro-Vice-Chancellor is both challenging and rewarding, with a broad range of responsibilities.

The responsibilities fall into the following three areas:

- The Pro-Vice-Chancellor will champion, develop and oversee the implementation of the University’s strategies relating to the Education portfolio.
- The Pro-Vice-Chancellor will have leadership responsibility for a number of professional services departments relevant to the Education portfolio.
- The Pro-Vice-Chancellor, as a member of the senior leadership team, will contribute on a corporate basis to strategic matters affecting the University including business performance and sustainability.

The successful applicant will have an inclusive, determined and inspirational approach to leadership, encouraging ideas, initiative and innovation in others whilst establishing a cost-effective and high-performance culture based on continuous improvement. S/he must be able to build strong and purposeful internal and external stakeholder relationships with partners and potential partners and play a key strategic role in enabling the University to fulfil its potential.

Key Tasks

Working in close collaboration with the Vice-Chancellor, the key tasks for the Pro-Vice-Chancellor will include the following.

Education

1. To champion, develop and oversee the implementation of the University’s strategies relating to the Education portfolio.

2. To oversee standards and development in the University’s portfolio of taught programmes both in the UK and overseas.

3. To encourage and facilitate innovations and new initiatives in the Education portfolio.

4. To develop and oversee an integrated, efficient and effective approach to the University’s Education activity.

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5. To work in close collaboration with the Deputy Vice-Chancellor to provide academic leadership that promotes a culture of excellence and innovation.

6. To develop and oversee all matters relating to teaching quality including quality assurance and enhancement, professional body recognition, quality audit and academic standards.

7. To provide leadership in all strategies aimed at enhancing the student experience.

8. To take the lead in initiatives to enhance the position of the University in NSS, KISS and strategically important ‘league tables’.

9. To work in close collaboration with the Deputy Vice-Chancellor in all matters related to academic planning.

Leadership of professional services relevant to the Education portfolio

10. To take leadership responsibility for the teams working in key professional service areas relevant to the Education portfolio. S/he will ensure that the relevant departments are well-led and that the leadership teams exercise appropriate budgetary control. (Note: The University is currently reviewing its professional services model. The review will determine which professional services departments should report to the Pro-Vice-Chancellor).

11. To ensure that professional services are properly aligned to support the University’s emerging strategic plan. This will involve working closely with academic leaders to understand their needs and expectations in relation to professional services.

12. To actively pursue opportunities to drive efficiencies in professional services departments relevant to the Education portfolio.

13. To promote cross-functional collaboration and integration.

Strategic Leadership

14. To play a major role in strategic leadership and planning, including shaping institutional strategies and priorities and communicating strategies and priorities to internal and external stakeholders.

15. To support the Vice-Chancellor in setting and communicating the University’s overall mission, vision and ambitions.

16. To act as an effective member of the University’s senior leadership team, ensuring that the University is led and managed as a single integrated body.

17. To be responsible with other members of the senior leadership team for all decisions of the senior leadership team and the overall strategic management, development and promotion of the University.

18. To provide leadership that promotes a culture of excellence, innovation, collegiality, and continuous improvement and in particular promote a high performance culture.

19. To take responsibility and accountability for specific University-wide management functions as assigned by the Vice-Chancellor.

20. To work collaboratively with other members of the Vice-Chancellor’s senior leadership team on all areas of University activity, ensuring that the interests of the University as a whole take precedence over the interests of any particular part of it.

21. To Chair committees, appointments panels, disciplinary and grievance hearings as well as a wide variety of ad hoc ‘task and finish’ groups and strategic reviews.

22. To provide any other duties appropriate to the grade and nature of this post.

The University is committed to developing all employees and operates a Developmental Appraisal Review (DAR) which is mandatory. You will be required to meet with your manager at least once every two years as part of the DAR process. As you have line management responsibility for other staff you will be required to conduct a DAR meeting with your staff at least once every two years.

All staff in the University have a responsibility to comply with the University’s Equal Opportunities Policy and Health and Safety Policy. Line Managers have particular responsibility for ensuring compliance with these Policies within their own area.
## Personnel Specification

### Post title:
Pro-Vice-Chancellor (Education)

### Ref:
1537729

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<tr>
<th>Educational and Professional Qualifications</th>
<th>Essential</th>
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<tr>
<td>Applicants should have a PhD (in very exceptional circumstances the selection panel will have the discretion to shortlist applicants without a PhD who can demonstrate very substantial experience as an academic leader in a senior leadership role).</td>
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<th>Previous Experience/Training</th>
<th>Essential</th>
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<td>A substantial breadth of experience in the higher education sector as an academic leader with University-wide responsibilities.</td>
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<td>Substantial experience in strategic planning and delivering challenging targets in areas relevant to the PVC (Education) portfolio.</td>
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<td>A thorough knowledge, gained through senior leadership experience, of the operating environment for the University with a well-defined vision for the PVC Education portfolio. Applicants must also demonstrate evidence of an understanding of and empathy with student needs.</td>
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<th>Desirable</th>
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<td>Senior leadership experience including experience of leading through a period of significant transformation.</td>
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<td>Experience of representing the University in dealing with government departments.</td>
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<td>Experience of delivering strategies to grow and diversify income to make the University less dependent on government funding.</td>
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<td>Experience of leading professional service departments relevant to the PVC (Education) portfolio.</td>
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<th>Job Related Achievements</th>
<th>Essential</th>
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<td>Evidence of a significant and sustained personal track record of success in developing and leading important strategic initiatives with University-wide impact.</td>
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<td>A significant record of success at a senior leadership level of managing people and financial resources. Applicants must also have a well-defined vision for the leadership ethos which should permeate all aspects of the PVC Education portfolio.</td>
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<td>Significant and measurable accomplishments in areas covered by the PVC (Education) portfolio.</td>
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## Job Related Achievements (continued)

| Job Related Achievements | Desirable | Success in shaping organisational values and culture.  
Recognition as an academic leader with an international profile.  
Measurable success in leading Directors of professional services departments.  
Significant personal achievement in progressing complex matters through the University’s senior committee structure. |
|--------------------------|-----------|

## Interpersonal Skills

| Interpersonal Skills     | Essential | Evidence of excellent and effective communication skills appropriate to operating at a strategic level.  
Evidence of the necessary interpersonal skills required to galvanise and lead the staff in the PVC (Education) portfolio along with the skills to cultivate appropriate strategic internal and external networks.  
Proven influencing skills and the ability to represent the University’s interests in policy debates and in dealings with government departments at local, regional and national level. |
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## Presentation Skills

| Presentation Skills      | Essential | Evidence of the ability to deliver presentations which demonstrate passion, enthusiasm and in-depth knowledge of the subject area. |
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## Other Factors

| Other Factors            | Essential | Evidence of being an energetic and dynamic individual with the ability and vision to help shape the future direction of the PVC (Education) portfolio.  
Excellent leadership skills with the ability to provide positive strategic oversight and set and deliver a clear vision for the PVC (Education) portfolio.  
A clear personal enthusiasm and commitment to the four pillars of the emerging strategic plan.  
Willingness to travel extensively regionally, nationally and internationally when required by the role. |
|--------------------------|-----------|
How to Apply

We prefer to issue and receive applications via our online recruitment site at ulster.ac.uk/jobs. To apply for this post you will be required to complete an online application form and upload a full CV and a supporting statement outlining your vision for the role of Pro-Vice-Chancellor (Education).

The closing date for the receipt of applications is 21 March 2016. The selection process for this post will include a formal interview and a range of supplementary assessment processes.

Ulster University is an equal opportunities employer and welcomes applicants from all sections of the community, particularly from those with disabilities. Appointment will be made on merit.