

Job Description

Title: Dean

Business Division: SAE UK

Responsible to: General Manager & Managing Director, SAE UK

1. Organisation Background

Navitas Limited, of which SAE is a Business Unit, was founded in 1994 and has grown to become a leading global education provider. Navitas offers an extensive range of educational services for students and professionals including University Programs (UP), English language training and settlement services, creative media education, workforce education and student recruitment. Navitas operates across two operational Divisions; University Partnerships (UP) and Careers & Industry (C&I), of which SAE is a part.

SAE was acquired by Navitas in 2011 and is a world leading global educator in creative media industries. Established in 1976, SAE now spans the globe with more than 50 campuses in 23 countries and delivers world-class education to over 12,000 students in state-of-the-art creative facilities. SAE Students come from diverse social, cultural, educational and artistic backgrounds, with different personalities and experiences. SAE Education embraces those differences and to allow each and every student to develop their own individual style and apply it to the industry skills and knowledge.

2. Overview and Objectives of the Position

The Dean is the most senior academic officer of SAE UK and is a member of the UK Executive Leadership Team (ELT). In this role, the Dean is a leading figure in promoting the vision, mission and values of the Institute and building an effective infrastructure and culture to support strategic objectives. The Dean heads up the Directorate of Academic and Student Services (DASS) providing leadership for SAE UK learning and teaching, academic quality assurance, regulatory and student experience strategies. The Dean provides oversight of the academic and student services functions throughout the student life cycle and across all SAE UK campuses, working closely with the Campus Directors and other key stakeholders. The Dean provides leadership through the expert direction of SAE's:

- Learning and Teaching Plan including curriculum and programme development;
- Access & Participation Plan (APP);
- Academic Quality Assurance & Governance policy implementation and reporting;
- Student Services and UK Library and Learning Centre;
- Student Experience Strategy across the full student life cycle;
- Compliance with all relevant UK regulatory frameworks, legislation and agencies.

3. Key relationships

- General Manager & Managing Director, SAE UK
- Provost & Executive General Manager of Learning & Teaching, Careers & Industry
- UK Academic Board and its Committees
- Directorate of Academic & Students Services Team (DASS)
- Functional leads of Finance, Marketing, Recruitment and HR
- Admissions Team
- Campus Directors and Campus Academic Leadership

4. Key accountabilities

Academic Services

- Effective leadership of the UK Directorate of Academic and Student Services (DASS) and functional leadership of UK faculty;
- Oversee the effective design and implementation of the Quality Assurance Framework, including Partner University regulations, Annual Monitoring, External Examining, self-evaluation/periodic review, peer review, etc
- Oversee the coordination of central assessment processes
- Ensure timely and accurate reporting for:
 - UK Academic Board
 - University Partnership requirements
 - UK Regulatory Agencies and Government
 - C&I Provost
- Ensure support for operations of the Academic Board and its committees and the Industry Advisory Council;
- Work collaboratively with divisional and group colleagues sharing knowledge and best practice for improvement;
- Actively participate in external networks and sector forums to identify opportunities to raise profile and reputation of SAE.

Student Experience

- Ensure a high-quality experience for all students in SAE programmes, including online;
- Provide leadership of student experience policy and procedures;
- Drive continuous improvement for agreed targets in student metrics as determined by business and regulators;
- Develop robust learner analytics to inform decision making and student engagement initiatives;
- Ensure robust data governance and defined processes across all campuses;
- Ensure best practice in employability initiatives for SAE UK.

Education strategy and curriculum/ product development

- Implement, review and revise the Learning and Teaching plans including co-owning the Access and Participation Plan with the Director of Recruitment
- Lead and develop appropriate plans to enhance our positioning in the Teaching Excellence Framework
- Work closely with Programme Committee chairs, faculty members and the marketing/ recruitment teams to research and develop new programmes and continually enhance existing programmes
- Lead the Industry Advisory Council initiatives and report on findings and trends to feed into new product offering proposals. Proactively seek wider employer engagement initiatives
- Develop a signature pedagogy for SAE including fostering Project Based Learning and interdisciplinary learning Manage articulation agreements with external providers.

Academic Quality Assurance & Regulatory Compliance

- Ensure timely and accurate reporting and all regulatory duties are met, particularly of the Office for Students (OfS), including all returns to associated bodies i.e. HESA.
- Effective support to the SAE UK Board of Directors via the Clerk.

Undertake any other duties as required commensurate with experience and seniority.

5. Selection Criteria

Essential

- Masters qualification in either creative media or education cognate discipline;
- Academic credentials or evidence of esteem such as Senior Fellowship of the Higher Education Academy; OR engagement with external networks, boards or committees; OR publications, OR other suitable evidence
- Demonstrated ability to lead and manage change to achieve strategic objectives;
- Leadership experience managing academic teams and fostering a collegial working environment across distributed campuses;
- Record of accomplishment in diverse educational environments and ability work collaboratively with a diverse range of stakeholders;
- Understanding of scholarly practices in higher education;
- Demonstrable experience in curriculum development and review;
- Demonstrable experience in academic quality assurance for higher education and vocational education;
- Expert knowledge of UK Quality Code in Higher Education;
- Demonstrable experience using metrics and other data to improve the student experience, learning & teaching;
- Current knowledge of learning and teaching technologies and their effective application to the delivery of programmes;
- Understanding of Equality, Diversity and Inclusion, Access and Equity principles and practices and other relevant legislation, including industrial relations issues;
- Full working rights for the UK.

Desirable

- Doctorate;
- Creative Media Industry or related experience as a practitioner;
- Evidence of experience in leading and managing university-level partnerships.

6. Person Specification

- Leadership skills which inspire and encourage positive communication, motivation, energy, trust and professional standards;
- Demonstrated ability in supporting and developing a team to deliver outstanding results for their learners. Ability to identify and manage under-performance.
- Natural strategic planner who critically assesses own performance and welcomes feedback;
- Outstanding written, spoken and interpersonal communications skills;
- Understanding of conditions required to create the best learning environment, using modern and engaging techniques to achieve outstanding outcomes;
- Personal integrity and honesty;
- Highly developed relationship management and communication skills, including confident presentation and negotiation skills which adapt to business need internally and externally;
- Experience in creating, developing and contributing to strategic goals and plans;
- Comfortable with leading change through and positively thrives in exciting dynamic environments, demonstrating resilience with ability to prioritise;
- Mature, credible, and comfortable in dealing with Senior Management;
- Above all, the candidate should be reliable, tolerant, and determined; an empathic communicator, able to see things from the other person's point of view; and importantly be able to get on with others and be a team-player.

Our Values: Conviction, Drive, Adventurous, Rigour, Genuine, Respect