

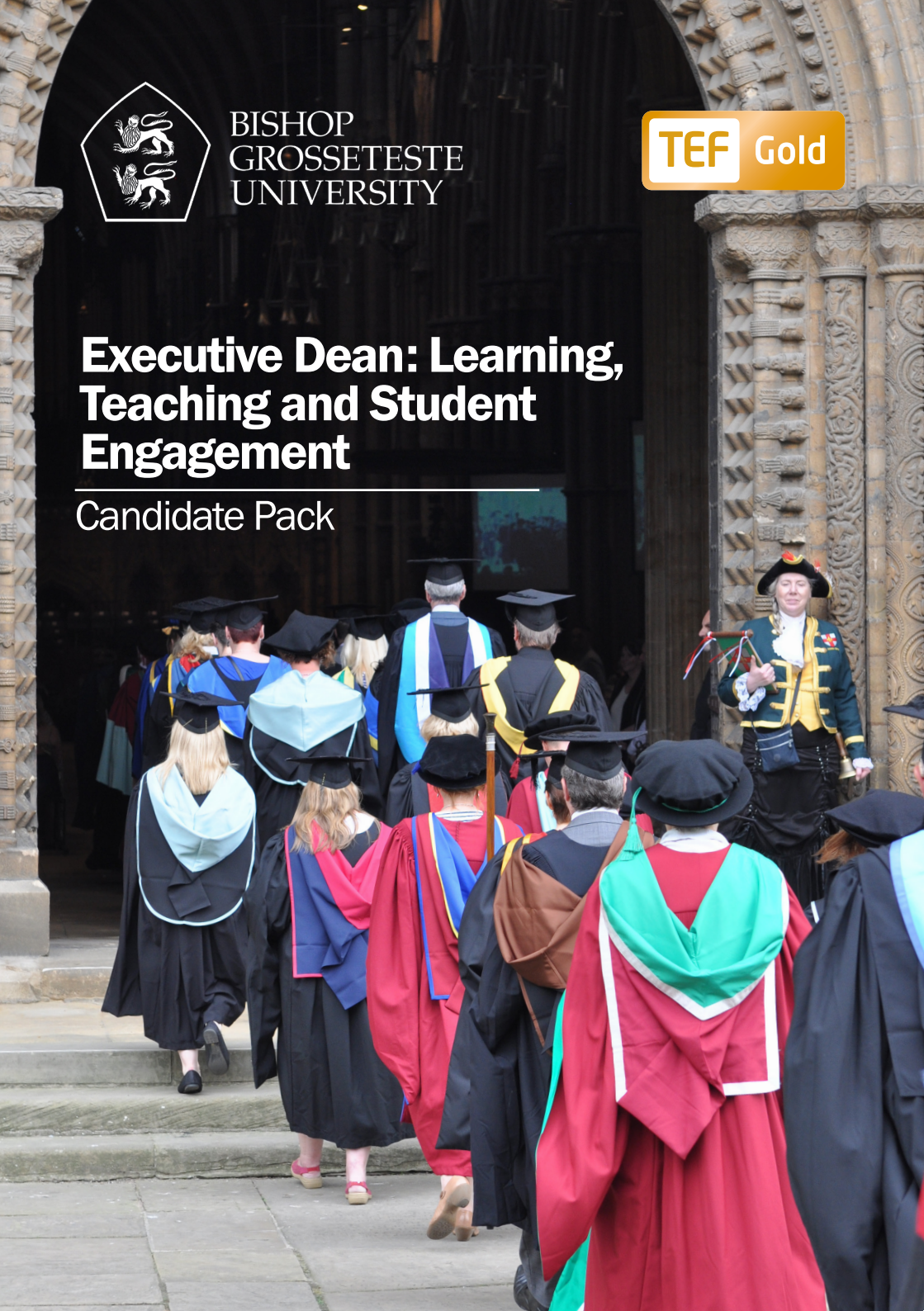


BISHOP  
GROSSETESTE  
UNIVERSITY



# Executive Dean: Learning, Teaching and Student Engagement

Candidate Pack



# RATED GOLD

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*BGU was given the highest possible rating in the first ever  
Teaching Excellence Framework assessment*

# TOP 3

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*BGU is ranked in the top 3 universities in the  
UK for graduate employability*

# HAPPY STUDENTS

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*BGU has some of the happiest students in the UK, with consistently  
high satisfaction levels in the National Student Survey*

# WELCOME

I am delighted that you are interested in a position here at Bishop Grosseteste University.

The University is midway through the delivery of its Five Year Strategy, and has made significant progress towards achieving its goals. This juncture has provided an opportune moment for BGU to take stock and review the current direction of travel, particularly given the pace of change the sector is facing.

This is an exciting time for the institution. The unique and positive experience we offer our students is well recognised and evidenced through our key achievements. The University, justifiably has confidence in its ability to successfully meet the challenges of the latter part of the strategy period. It remains vigilant about new developments and proactively seeks opportunities to make the most of the new era in education.

BGU's successes allow it to plan ambitiously for growth spanning the spectrum of strategy themes. The Five Year Strategy marked the beginning of a new phase in the development of the institution as a leader in learning, inspiring excellence, and enriching the lives of its students and staff and the communities it serves. The next phase of our development will provide the framework and context for the institution beyond 2019.

This is a university with an exciting future. If you share our vision and have the experience, skills and passion we are looking for, I encourage you to apply and to join us.

Warmest Regards

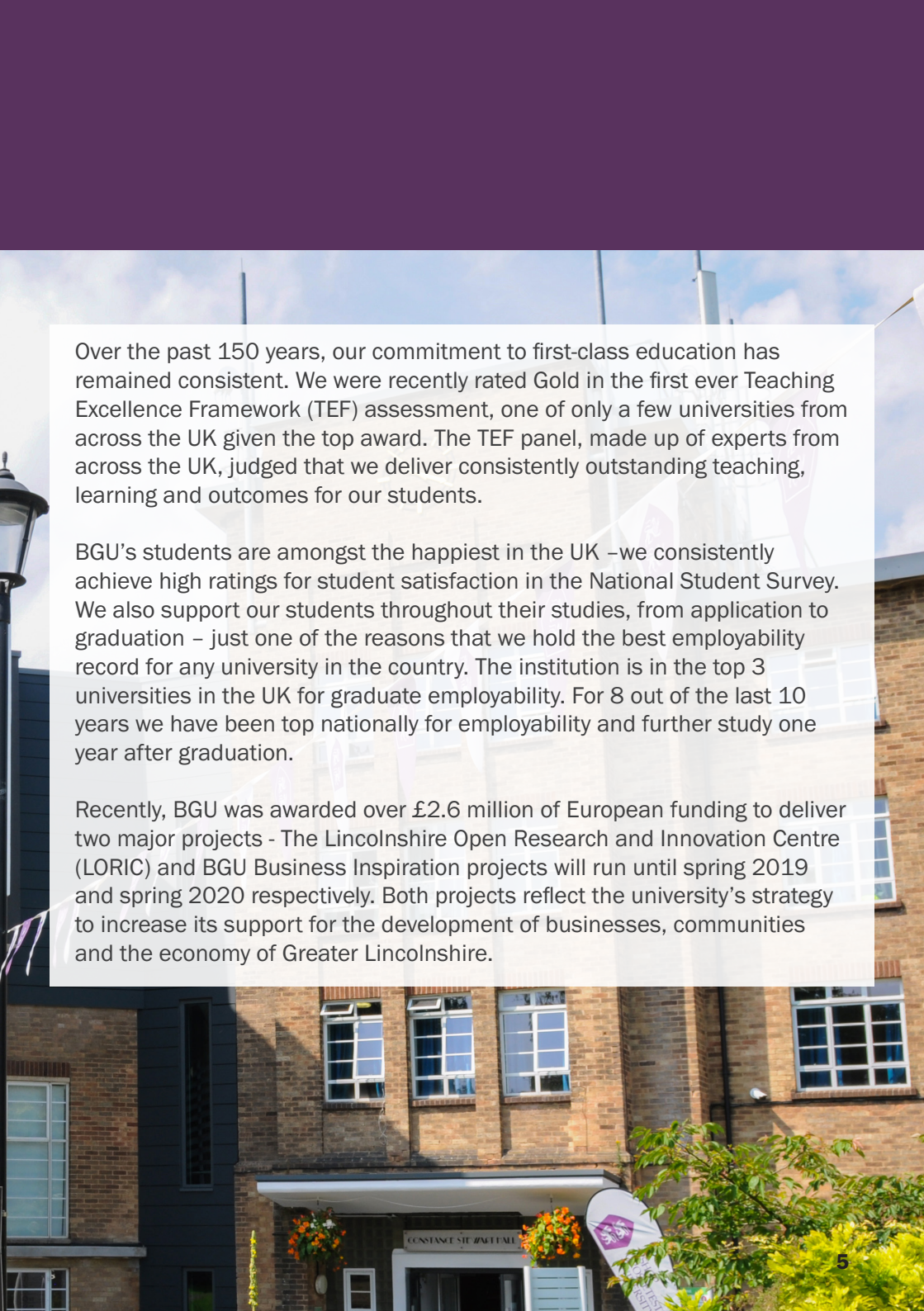
**Reverend Canon Professor Peter Neil**  
*Vice Chancellor of Bishop Grosseteste University*



# ABOUT US

## RECENT ACHIEVEMENTS





Over the past 150 years, our commitment to first-class education has remained consistent. We were recently rated Gold in the first ever Teaching Excellence Framework (TEF) assessment, one of only a few universities from across the UK given the top award. The TEF panel, made up of experts from across the UK, judged that we deliver consistently outstanding teaching, learning and outcomes for our students.

BGU's students are amongst the happiest in the UK –we consistently achieve high ratings for student satisfaction in the National Student Survey. We also support our students throughout their studies, from application to graduation – just one of the reasons that we hold the best employability record for any university in the country. The institution is in the top 3 universities in the UK for graduate employability. For 8 out of the last 10 years we have been top nationally for employability and further study one year after graduation.

Recently, BGU was awarded over £2.6 million of European funding to deliver two major projects - The Lincolnshire Open Research and Innovation Centre (LORIC) and BGU Business Inspiration projects will run until spring 2019 and spring 2020 respectively. Both projects reflect the university's strategy to increase its support for the development of businesses, communities and the economy of Greater Lincolnshire.

# ABOUT US

## 1862 - 2017

BGU was founded in 1862 as a Church of England teacher training college for women. In 1962 to mark the institutions centenary, it was renamed Bishop Grosseteste College in honour of Robert Grosseteste, the thirteenth century scientist, philosopher, educator, and former Bishop of Lincoln. In the summer of 2006 we became Bishop Grosseteste University College Lincoln after a successful application for taught degree awarding powers. Finally, in 2013 BGU gained full university title.

Since 2013, we have undergone a period of significant development and growth - expanding and developing our academic portfolio, progressing towards research degree awarding powers, renovating and modernising our campus and developing partnerships locally, nationally and internationally. We currently educate over 2,000 students in a range of subjects from Foundation Degree to PhD.





BGU remains a Church of England foundation occupying land owned by the Diocese of Lincoln.

The University occupies an 18-acre site in uphill Lincoln. The campus houses the original Victorian buildings dating back to the 1840s as well as more modern, purpose built developments which include a host of multi-functional learning and teaching spaces, student accommodation, food outlets, a cinema, and library.

# ABOUT US

1862 - 2017



BISHOP GROSSETESTE UNIVERSITY

NEWPORT





**Two major new facilities have opened on campus within the last year:**

The Centre for Enhancement in Learning and Teaching (CELT) opened in 2016. The bright, airy new space contains meeting rooms, the IT helpdesk, and spaces for the CELT team to work.

A major redevelopment and extension of Constance Stewart Hall also took place; and the iconic building is now home to modern teaching and events space.

Fully funded from our own reserves, these projects reflect BGU's continuing commitment to enhancing the learning experience of our students.

BGU remains a small and cohesive academic community where staff and students alike are valued as individuals and encouraged to think of others.

# ABOUT US

## OUR FUTURE

Launched in 2014, our bold and ambitious Five Year Strategy is designed to ensure that BGU continues to be a major player in the higher education sector for years to come. It is a growth strategy which aspires to see an increase in student numbers, achieved by developing our portfolio, expanding our research areas, and by widening access to our courses locally, nationally and internationally. Our Vision for 2019 is for BGU to be a leader in learning, to inspire excellence, and to enrich the lives of our students, our staff and the communities we serve.

Towards the end of 2016 we took the opportunity to review the first two years of the strategy period to identify all that we had achieved against our original objectives. With the help of the Leadership Foundation, a critical review of process so far was carried out with a view to reflecting on successes and updating the strategy where necessary.

### **Managing our Academic Portfolio**

“Deliver an academic portfolio that is attractive to students; equips them for work and further study; builds on and contributes to our research strengths and supports the growth ambition of the University” Five Year Strategy 2014 to 2019

### **Learning, Teaching and Student Engagement**

“Revise our approach to learning, teaching and assessment with a commitment to support active and accessible learning, where students are fully engaged with a variety of research-informed and enriched learning and assessment opportunities in a range of environments” Five Year Strategy 2014 to 2019



## **Research**

“Transform BGU to a “research informed” University with a demonstrable increase in research outputs of improved quality” Five Year Strategy 2014 to 2019

## **Internationalisation**

“Prepare students for life and employment in a global society and ensure our staff seek to engage in research and scholarship of international significance” Five Year Strategy 2014 to 2019

## **Stakeholder (including Public) Engagement**


“Further develop our stakeholder and partnership engagement Activities Enhance our careers, employment and enterprise services. Ensure appropriate connections are made across Strategy Themes and activities” Five Year Strategy 2014 to 2019

## **Data Capability**

“To deliver this new Strategy Theme we will Enhance our use of data in the following areas: Business Strategy and Policies; Business Processes; People and Organisation; Management Reports; Methodologies; Systems and Data. We will also develop Data Capability alongside the theme of Organisational Development.”

# WHY WORK HERE

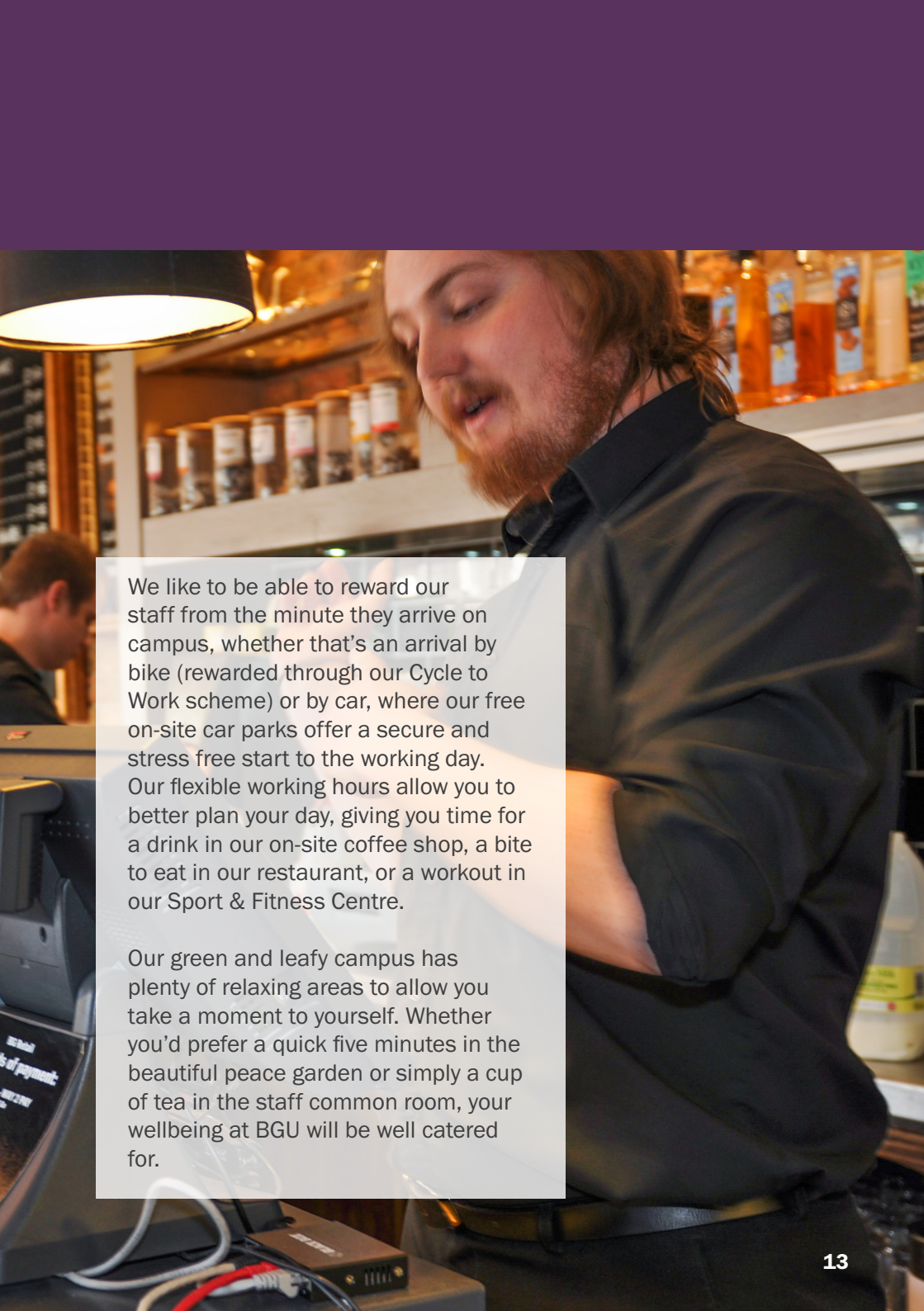
## OUR FACILITIES

A woman with long brown hair, wearing a teal double-breasted coat with a white strap over her shoulder, is smiling and looking down at a device she is holding. The background is a library or study area with bookshelves and a red lamp.

Here at BGU we're lucky that our self-contained campus has everything you need to create a pleasant and relaxing working environment.

On a normal day on campus you'll find that the Robert Hardy building is usually the busiest hive of activity. With its wide array of flexible teaching spaces, seminar rooms and a lecture theatre, the building is often seen as the heart of learning at BGU. However, with our modern research spaces in a range of subjects from Archaeology to Psychology spread across campus, along with new and impressive state-of-the-art teaching spaces having just been added, the whole of BGU tends to be a lively and vibrant place to work.

The Cornerstone building really is just that, the cornerstone of knowledge on the BGU campus. It houses our library, which is much more than just a collection of books and journals – it contains a wealth of resources, including our specialist collections and a wide variety of print and electronic materials.




We like to be able to reward our staff from the minute they arrive on campus, whether that's an arrival by bike (rewarded through our Cycle to Work scheme) or by car, where our free on-site car parks offer a secure and stress free start to the working day. Our flexible working hours allow you to better plan your day, giving you time for a drink in our on-site coffee shop, a bite to eat in our restaurant, or a workout in our Sport & Fitness Centre.

Our green and leafy campus has plenty of relaxing areas to allow you take a moment to yourself. Whether you'd prefer a quick five minutes in the beautiful peace garden or simply a cup of tea in the staff common room, your wellbeing at BGU will be well catered for.

# WHY WORK HERE

## OUR LINCOLN



BGU Campus is situated in the heart of historic uphill Lincoln, just a stones throw from the magnificent Cathedral, impressive Castle and picturesque Bailgate area. Modern day Lincoln derives its name from Lindum Colonia, the title given to the city when the Romans settled here over two-thousand years ago.

Lincoln is one of the world's great historic cities. It is a thriving cultural hotspot which mixes old and new, historic and contemporary, traditional and cutting edge. With cobbled streets, cosy tea rooms and a majestic Cathedral it retains the charm of a smaller city, alongside a busy high street and dynamic waterfront.

Lincoln is a friendly, safe and student centred city. The attractive combination of a vibrant city centre which is only a short walk from the campus, with a range of historic sites across the city provide a broad range of cultural activities and venues.



# WHY WORK HERE

## OUR REWARDS

### Other benefits include:

- Up to 35 days annual leave allowance
- Competitive Pension Scheme
- Free staff car park
- Subsidised BG gym membership
- Childcare Vouchers
- Cycle to Work Scheme
- On-site restaurant and coffee shop
- Study BGU courses at nil fees (subject to eligibility criteria)
- Death in Service (2x salary)
- Relocation packages available (subject to eligibility criteria)
- Library membership
- Occupational sick pay scheme
- Counselling service
- Staff lunchtime fitness/badminton classes
- Volunteering scheme
- Access to Occupational Health workplace assessments
- Flexible working
- Time off to care for dependants
- Bereavement Leave
- Eye Tests
- Peace Garden
- Staff Celebration Day
- Prayer Room
- Staff Common Room
- MyRewards

# THE ROLE JOB DESCRIPTION

**Title**

Executive Dean: Learning, Teaching and Student Engagement

**Grade**

Senior Staff

**Responsible to**

Deputy Vice-Chancellor

**Job Summary**

Reporting to the Deputy Vice-Chancellor, the Executive Dean of Learning, Teaching and Student Engagement is a strategic academic leadership post with significant cross-institutional responsibility together with a high level of external engagement. The Executive Dean will be a member of the Vice-Chancellor's Executive Group. He or she will be called upon to deputise regularly for the Deputy Vice-Chancellor both within the University and at external engagements.

The Executive Dean will lead the development and delivery of learning, teaching and student engagement activity. These areas form key strategic priorities within Bishop Grosseteste University Strategic Plan 2014-19 which has recently been re-approved by the University's Council. This ambitious strategy focuses on enhancing academic credibility and financial sustainability through developments that supplement and complement the University's already outstanding reputation for its student experience.

The post-holder will maintain the currency of, and implement, the learning, teaching and assessment strategy designed to achieve significant increases in the quality of the student learning experience and student engagement. The Executive Dean will provide leadership across the institution and will have an established profile in an area of existing strength within one



of the University's Schools: Social Sciences, Humanities and Teacher Development.

The post-holder will be enterprising, innovative and enthusiastic. He or she will lead by example, and in line with the University's values, to provide inspirational leadership that influences staff and external stakeholders and results in dramatic improvements in the quantity, quality and impact of the University's teaching, learning and student engagement.

### **Role**

The Executive Dean: Learning, Teaching and Student Engagement is a key role in setting strategic direction, ensuring efficient communication and interaction between academic areas and modelling an empowering approach to leadership. This will include assisting the Deputy Vice-Chancellor in the task of facilitating cross-institutional activity. As a member of the Vice-Chancellor's Executive Group, the Executive Dean will be expected to engage with senior colleagues both strategically and operationally. They will also all be expected to play an active role in shaping the culture of the organisation during a period of significant change and development.

The Executive Dean will line manage relevant staff and will support them in managing their teams.

The Executive Dean will need to be able to model best practice in teaching, learning and student engagement and to act as an academic role model for others.

# ABOUT YOU

## SPECIFIC RESPONSIBILITIES

### The postholder will:

1. Provide strategic of learning, teaching and the student experience across the University in line with the University's ambition to become sector leading;
2. Engage externally and with the policy context relating to learning, teaching and student engagement, acting as institutional point of contact with national bodies;
3. Lead on policy formulation in relation to teaching, learning and student engagement;
4. Lead the implementation, embedding and development of the key strategies and policies (principally the Learning, Teaching and Assessment; Student Engagement);
5. Lead the development of the infrastructure of learning and teaching and oversee the work of the Centre for Enhancement of Learning and Teaching; Library and Student Services;
6. Lead on performance management and annual planning within the areas of responsibility;
7. Working with Heads of School, Head of Planning and Head of Marketing, Recruitment and Admissions, contribute to the development of the academic portfolio;
8. Actively pursue funding streams to support learning and teaching;
9. Ensure that learning, teaching and student engagement are research-informed throughout the institution;
10. Lead strategic thinking about and delivery of transformational improvements in the student experience and student outcomes;
11. Develop links and networks both nationally and internationally to inform

and enhance learning, teaching and student engagement;

12. Provide strategic leadership to encourage maximum participation by students in providing feedback about their academic experiences (eg. NSS and BGUSSS) and the dissemination, analysis and action planning in response to these outcome;
13. Implement effective strategies for developing curricular opportunities for enterprise, skills, entrepreneurship and employability and ensure that BGU Graduate Attributes are embedded within the curriculum;
14. Maintain effective relationships with the Students Union and ensure that engagement of students and partnership with students in learning and teaching remains central to the student experience;
15. Providing academic leadership, in conjunction with the Head of Human Resources in relation to academic staff induction, training and development including oversight of the UKPSF;
16. Ensure that the University's high level KPIs around teaching and learning are delivered;
17. Working with the Head of Planning, ensure that cohesive approaches are taken to data analytics and action planning;
18. Chair appropriate committees and sub-committees of the Academic Enhancement Committee;
19. Report all aspects of teaching and learning and students engagement activity to University Council;
20. Enhance the reputation of the University locally, nationally and internationally in relation to learning, teaching and student engagement;
21. Promote international partnerships in relation to learning and teaching and maximise opportunities for internationalisation of the curriculum;

# ABOUT YOU

# GENERIC RESPONSIBILITIES

## **The general responsibilities are as follows:**

1. Engage fully in the work of the Vice-Chancellor's Executive Group and broader Leadership Group, as appropriate, and to contribute fully to wider institutional decision-making and planning;
2. Offer clear advice and information to the Executive on matters arising from their area of responsibility
3. Work with other senior leaders in developing recognition of the collective responsibility to engage with each other's areas of activity as relevant;
4. Model empowering approaches to leadership and engage actively in the process of developing a culture of openness, shared responsibility and collaboration;
5. Ensure that activities are managed so that all resources (human, financial and material) are used effectively and that financial targets are met;
6. Offer clear leadership of teaching, learning, student engagement and academic-facing professional support services, including line management of relevant colleagues and workload management;
7. Create and maintain an appropriate business plan and to monitor progress regularly, identifying any risks and addressing them in a timely manner;
8. Work with the other Executive Dean to ensure good progress in implementing major reforms in research, innovation, knowledge exchange and external engagement as set out in the Research Strategy, Innovation and Knowledge Exchange and Stakeholder Engagement and Internationalisation Strategies

9. Ensure that all relevant quality processes are fully observed and that provision is made to at least maintain, and seek to improve, any external quality ratings, including, QAA outcomes, PSRB accreditation and relevant research metrics;
10. Act as a role model for colleagues by continued engagement in research and scholarship at an appropriate level;
11. Support and embrace the importance of grant capture as an integral part of the culture of the institution;
12. Participate in the collegiate life of the University, including regular attendance at events, on appropriate occasions throughout the year;
13. Support the Church mission of the University by promoting an inclusive environment;
14. Undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
15. The post-holder must operate within the guidelines, policy, procedures and regulations of Bishop Grosseteste University.

# PERSON PROFILE:

## EXECUTIVE DEAN: LEARNING, TEACHING AND STUDENT ENGAGEMENT

### Education/Qualifications and Special Training

#### Core

- An earned Doctor of Philosophy or equivalent qualification.
- High academic standing evidenced by research and / or scholarship that is recognised as internationally excellent.
- An established track record of implementing innovative and creative solutions to learning, teaching and assessment challenges.
- Highly developed analytical skills, an assured and persuasive communication style and the ability to think strategically and tactically.
- Well-developed networks with relevant professional bodies, academies and representative groups.
- Fellowship of the Higher Education Academy
- A record of supervising PhD students to completion as second supervisor.
- Professorial title or equivalent

#### Supplementary

- Experience of an institution-wide role at a senior level within a University setting.
- Experience of managing an academic area commensurate with one or more of the distinctive subject areas of the University.
- A record of supervising PhD students to completion as first supervisor.

## **Experience**

### **Core**

- A record in successfully building, developing and sustaining collaborative and effective teams
- Successful management within an HE setting
- Successful leadership of learning, teaching and assessment activity
- Peer esteem in the academic community evidenced by invited keynote presentations, roles on editorial boards, conference committees and review bodies.

### **Supplementary**

- A successful record of achievement in roles requiring senior leadership, strategic development and change management in higher education.
- An established record of achievement in implementing innovative and creative solutions to challenges in and HE environment.

# PERSON PROFILE:

## EXECUTIVE DEAN: LEARNING, TEACHING AND STUDENT ENGAGEMENT

### Knowledge and Skills

#### Core

- Research active in a relevant field
- Outstanding interpersonal skills
- Excellent communication skills, including listening
- Excellent time management and organisational abilities
- Significant understanding and awareness of national and international teaching, learning and assessment policies, agendas and challenges.

#### Supplementary

- In-depth understanding of policy issues relating to the distinctive subject areas of the University with insight into how learning, teaching and assessment is developed and conducted across these subject areas.



## Personal attributes

### Core

- The ability to work, lead and secure the respect of academic communities including academic staff, professional support staff and students and to work effectively with staff who are line-managed by others.
- Ability to develop and motivate teams of academic staff and professional colleagues to deliver the priorities outlined in the University strategy.
- A demonstrable ability to build successful internal and external relationships and to lead partnerships and networks with other organisations locally, nationally and internationally.
- The vision and ambition to deliver transformational change evidenced by a successful record of achievement in roles requiring senior leadership, strategic development and change management in higher education.
- A commitment to the University's values and strategy together with the personal motivation and sound judgement to take informed decisions that lead to success.

### Supplementary

- An empowering management style
- Demonstrable ability to form strong working relationships
- Analytic, reflective, resilient

# FURTHER DETAILS

The working conditions are fixed by The University Council and are generally in line with those agreed nationally for staff employed in Higher Education. BGU adopts the national single pay spine and is represented by UCEA in the annual pay negotiations with Trade Unions.

All employees will receive an annual increment on 1 April of each year up to the threshold for the grade unless they are subject to formal action under the capability or disciplinary procedure.

Paid annual leave for professional support staff on grade 1 to 7 is 22 days per year (pro-rata if part time), plus 8 statutory holidays and an additional 3 discretionary days. After 5 years' service the annual leave will be increased by a further 5 days.

Professional support posts at grade 8 and above receive 35 days' annual leave.

Academic posts receive 35 days' annual leave.

There is a Flex-time Scheme in place for eligible posts and the normal full time working week is 37 hours from 8.30am to 5.00pm Monday to Friday and 8.30am to 4.30pm on Friday.

In accordance with the rules of the scheme you will be eligible to join either the Local Government Pension Scheme, the Teachers Pensions Scheme and, if you are an existing member, the Universities Superannuation Scheme

The successful candidate will be required to complete a Declaration of Health Form and, if necessary, have a medical examination to ascertain that they are medically fit to perform the duties of the post.

You will also be required to provide evidence of your eligibility to work in the UK.

New employees to BGU may have to undertake a DBS check depending on their job role.

All offers of employment are made subject to the University receiving two satisfactory references.

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