

Faculty of Biology, Medicine and Health

School of Biological Sciences-Programme Director

Job Description/Person Specification

Programme directors have overall responsibility for the following tasks, although PSS and/or teaching staff will work with the programme director on some of these.

Key Duties/Responsibilities:

- To support the Faculty's strategic vision for UG taught education in accordance with the Goals and Enabling Strategies of Manchester 2020 and the Faculty's Strategic Plan.
- Organise a programme specific stand for University Open days to allow visitors to find out about the UG programmes.
- Assignment of students and academic advisors to their tutorial groups (all years in early September).
- Support registration of 1st, 2nd and final year students (March/April and start of semesters). Advise on unit choices and programme changes, as appropriate. Check that the student's personal advisor is correct i.e. the student knows who they are and the entry on Campus Solutions/the intranet is correct.
- Arrangement of a Welcome Week lunch and associated programme-specific event when new 1st years meet their personal advisors (in liaison with Education Manager for Student Support).
- Monitoring of student attendance at tutorials. This includes prompting advisors to return tutorial attendance records.
- Represent the programme at the University's periodic review of the School and provide the Director of Undergraduate Studies with the appropriate programme level information for the review.
- Contribute to programme level continuous monitoring and preparation of a Student Experience Action Plan (SEAP)

- Attendance and participation in Teaching Board, Board of Studies, Examination Boards and Student Staff Liaison Committee meetings.
- Miscellaneous support for students including being aware of and directing students to School and University Support Services.
- Involvement in curriculum reviews in terms of monitoring of degree programme specifications and inputting into larger scale reviews of lecture, practical and tutorial unit delivery.
- Involvement in emendation team for exam papers and preparation of the Problem and Essay papers for the degree programme.
- Help with the induction of new external examiners (meet and greet, organize social events with students)
- Entertainment of the external examiner (June), including attendance at the annual pre-final exam board dinner.
- Updating of relevant material for the 1st, 2nd and final year handbooks, website and brochure as appropriate
- Maintenance and revision of relevant learning material, generally held on shared network drive/Blackboard, for tutorials in all three years. This includes data handling exercises, essay titles and other programme-specific material. Also, provide general guidance for members of staff who are new to the tutorial system as needed during the academic year. Must also supply a number of assessed exercises for tutorials to Y1 and Y2 advisors.
- Liaise with Student Support Office to organize programme-specific events with/for students throughout the year.
- Organize one meeting per Semester for advisors, to receive feedback on the programme. Draw up minutes, circulate to all advisors and the Student Support Office and act on any points (the latter is very important).

Person specification

Leadership and management

- A strong commitment to the goals and vision of the University, Faculty and Directorate
- Good interpersonal communication skills is able to create a sense of unity and common purpose and build collaborations
- Works well in teams and has an ability to build relationships at all levels
- Accepts responsibility and has the ability to make decisions
- A track record of innovation

Academic background

- Member of FBMH academic staff
- A record of commitment to excellence in education

Personal qualities

- A strategic thinker, who values consultation and collegiality
- An innovator, with an ability to think laterally and can embrace an entrepreneurial approach to maximise opportunities
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener

