**Associate Dean Teaching, Learning and Students (Online and Flexible Learning)**

**Faculty of Humanities**

**Job Specification**

**Overall purpose:**

The post holder will be responsible for working with the Vice Dean for Teaching and Learning to provide strategic leadership for online and flexible learning to colleagues within the faculty. The Associate Dean will also work with the Associate Vice President, Blended and Flexible Learning, to promote the development and achievement of the University’s Flexible Learning Strategy, including working with the Academic Lead for the University of Manchester Worldwide (UMW) and managing the interface between Schools/Faculty and UMW.

The individual appointed will have responsibility for supporting the development of online and flexible learning in the Faculty of Humanities. This will include supporting Directors of Teaching and Learning and E-Learning Champions in embedding and enhancing the online learning practices in teaching, learning and assessment developed in recent years. It will also include commissioning courses from across the faculty that will be delivered through UMW; advocacy for online and flexible learning; and ensuring transfer of online and flexible learning good practice between UMW and the faculties.

The person appointed will report to the Vice Dean for Teaching and Learning, with a dotted line report to the Associate Vice President, Blended and Flexible Learning. The person appointed will also work in close collaboration with the equivalent post holders in the other faculties, with the eLearning manager and with relevant Teaching & Learning Directors and eLearning champions within Schools.

From time to time, the successful applicant could be assigned specific Flexible Learning projects for which they will be the primary lead across faculties.

**Responsible to:**

The person appointed will report to the Vice Dean for Teaching and Learning, with a dotted line report to the Associate Vice President, Blended and Flexible Learning.

**Key internal relationships:**

The person appointedwill be a member of the Faculty of Humanities Teaching and Learning Leadership Team, the Humanities Teaching and Learning Committee, the Flexible Learning Delivery Group, UMW Board and a member of the UMW Strategic Management Group.

**Key Duties and Responsibilities**

* To work with the Vice Dean for Teaching and Learning; the Associate Vice President, Blended and Flexible Learning; the Academic Lead for UMW and, Heads of School and/or appropriate function directors in Schools alongside the Faculty Head of Teaching, Learning and Student Experience, and other relevant Professional Services post holders, on the development and implementation of Faculty strategies for online and flexible learning, and to ensure that the University’s online and flexible learning strategy is embedded in the Faculty and School practice.
* To provide vision, operational, academic and strategic leadership in the management and further development of online and blended learning activity across the Faculty, where appropriate working collaboratively with the UMW’s market insight, marketing & recruitment and eLearning design and delivering teams.
* To pro-actively lead on behalf of UMW on online and flexible learning activities for the Faculty ensuring that University strategy and operational priorities are delivered in those areas. Associate Deans will be expected to represent both the Faculty and the University’s Flexible Learning strategy on Faculty management groups, working groups and steering groups, as appropriate and to engage colleagues across Faculty in order to achieve those goals.
* To report regularly to the Vice Dean for Teaching and Learning and the Associate Vice President, Blended and Flexible Learning and when required, provide written accounts for the purposes of reporting and dissemination.
* Ensure that all online and flexible programmes, including those serviced through UMW, are devised and delivered in a manner that is in accordance with the University's strategic aims for online and flexible learning and comply with the academic regulatory framework including quality assurance.
* Work with Vice Dean for Teaching and Learning and Heads of School and/or appropriate function directors within the Schools to commission courses for delivery through UMW and to participate in periodic and/or other reviews as required.
* Work with the Academic Lead for UMW, where appropriate, on the UMW preferred course structure and the continual development and adoption of UMW’s generic research skills course units into online courses across the University’s portfolio of online and flexible courses
* Work with the Academic Lead for UMW and the appropriate UMW function directors to ensure that courses are market led courses and, where appropriate, promote the need for academic input into the development of national and international marketing campaigns for courses.
* To contribute to quality assurance activity in other faculties as required within the University’s quality framework (e.g. membership of periodic review panels).
* To promote innovative approaches towards the delivery of online and flexible teaching and, where appropriate, encourage the adoption of successful new practices established elsewhere in the University and the wider sector.
* To work with the University’s Head of Digital Learning to deliver 3 Manchester Online Interest Group (MOLI-G) events per annum
* To promote the value of training and development amongst academic colleagues in maintaining and enhancing excellence.
* To represent the Associate Vice President, Blended and Flexible Learning and the Vice Dean for Teaching and Learning, within the University and externally when required.
* To undertake such other tasks as may appropriately be devolved by the Associate Vice President, Blended and Flexible Learning and the Vice Dean for Teaching and Learning, in furtherance of the Faculty’s strategic plans and objectives.

***Person Specification***

The post holder must possess the following skills, knowledge and qualities:

**Essential**

* A clear vision of online and flexible Teaching, Learning and Student experience
* An ability to relate the goals of the Flexible Learning Strategy, UMW and the Faculty, as well as the current context in which the HE sector operates to the University’s vision for Teaching, Learning and Student experience.
* A good knowledge and understanding of regulatory bodies / accreditation frameworks / professional bodies and funding organisations relevant to the specific faculty.,
* Proven academic leadership and management skills.
* A significant profile in teaching and learning matters and an understanding of such issues across the range of the Faculty's academic disciplines.
* A solid understanding of the approach the University takes to Quality Assurance as it relates to teaching and learning.
* A solid understanding of the approach the University takes to student appeals, complaints and disciplinary matters.
* A successful record of undertaking major academic administrative roles.
* A proven record of excellence and innovation in teaching.
* Excellent interpersonal skills.

**Desirable**

* Demonstrable experience of working in an online and flexible learning environment and delivering successful outcomes.

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