Deputy Head of Collaborative Provision

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>A2A-1464</th>
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<tr>
<td>Department:</td>
<td>International Development and Academic Partnerships - Collaborative Provision</td>
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<tr>
<td>Grade/ Salary:</td>
<td>Grade 8, £44,084 - £50,594</td>
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<tr>
<td>Contract Type:</td>
<td>Fixed Term Until 4 Feb 2019</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 per week (Full time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: Monday 4th December 2017
Interviews: Wednesday 13th December 2017

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Department of International Development and Academic Partnerships

The Collaborative Provision Team is based in the Department of International Development and Academic Partnerships. The team comprises an Academic Director, Head, Deputy Head and Business Manager who together are responsible for the approval, delivery, monitoring and review of Goldsmiths’ collaborative provision arrangements. The team co-ordinates new proposals, due diligence enquiries, business case development, and all academic approval processes for new academic partnerships and collaborative programmes. The team ensures that new and existing collaborative provision arrangements meet Goldsmiths’ responsibilities to students and are in line with appropriate academic standards and quality expectations.

The largest of Goldsmiths’ existing arrangements is a partnership with LASALLE College of the Arts, through which 20 degree programmes are validated in Singapore. The partnership is underpinned by Goldsmiths’ ‘validation plus’ model, which involves the facilitation of academic development at both Goldsmiths and LASALLE including research activities, academic exchange and student projects. The Collaborative Provision Team provides central management to these activities in addition to all approval, monitoring and review processes at partnership and programme level.

The team works collaboratively across Goldsmiths’ Professional and Academic Services including close working with the Associate Director – Internationalisation, the Student Experience Directorate, Governance and Legal Services, Finance, Registry Services and Student Services. The team currently engages with over half of Goldsmiths’ academic departments on partnership arrangements.

Further information is available at: www.gold.ac.uk/collaborative-provision
Job description

Reporting to: Head of Collaborative Provision

Summary:
The main responsibilities of the role are as follows:

- **Project management of partnership development**: Working with the Associate Director Internationalisation as the project manager of new international partnership initiatives that have a collaborative provision element.

- **Partnership set-up and approval**: Management of the entire set-up of new collaborative provision partnerships from new proposal stage to institutional approval (for example, new validation or joint degree partnerships).

- **Partnership management**: Work in collaboration with other team members to ensure the efficient, on-going management of existing partnership activities. This involves organising and managing validation relationships, processes, institutional reviews and periodic programme review events. Participation in assessment committees and Board of Examiner meetings at the Partner Institution.

- **Specialist advice, strategy and policy**: Researching and sharing practice from other HEIs regarding strategy, TNE, collaborative provision and professional services provision to advise SMT, to contribute to institutional knowledge and to shape policy development.

Main duties:

**Project management of partnership development**:

- Lead the project management of new UK and international collaborative provision partnerships (including validation, joint awards, dual degrees and off-campus delivery), working closely with the Associate Director Internationalisation on large-scale international partnerships. This will include responsibility for the full project lifecycle: defining project concept; development of business case and cost versus benefit analysis; development and management of the Project Management Plan, including stakeholder analysis.
and project schedule; monitoring project progress against the timeline;
reporting in to the Project Sponsor and the College’s Strategic Projects Office
accordingly and evaluation of final findings, reporting and recording lessons
learnt.

- Work with costings produced by the Collaborative Provision Business
  Manager and the Finance Department to conduct a cost benefit analysis for
  the business case, which will inform SMT’s negotiations.

**Partnership set-up and approval:**
- Lead the set-up of collaborative provision partnerships from new proposal stage
to institutional approval (for example, new validation or joint degree
partnerships).
- Apply Goldsmiths’ collaborative provision approval, monitoring and review
  processes to the establishment and management of each new partnership;
exercising judgement to assess academic, reputational and financial risk to
Goldsmiths and to determine where a proportionate and flexible approach may
be applied.
- Provide central management to legal, financial and academic due diligence
  reviews for new partnerships or partnerships under review, consulting with
colleagues across Goldsmiths, assimilating results and producing high-level
reports for review by senior management, approval panels and Goldsmiths’
committees.

**Partnership management:**
- Organise and manage partnership and programme peer-review approval
  events. This will entail reviewing partner and programme documentation,
establishing a Panel of internal and external academics, providing full briefing
to the Chair, the Panel and the Partner Institution, guiding the Panel through
meetings (held at the Partner Institution), advising the Panel on collaborative
provision policy and regulatory matters, producing a detailed written report,
reviewing responses to any conditions and managing the approval process
through Goldsmiths’ committee system.
- Manage a range of projects for existing collaborative provision partnerships.
  These could include the development of desk-based procedures or reviews
  of the partner’s regulations or curriculum.
- Produce high-level annual quality assurance overview reports for collaborative provision programmes following the detailed analysis of a range of data and review material.
- Provide detailed briefing to External Examiners, Goldsmiths Academic Links, Partner Institutions and external stakeholders on Goldsmiths’ Collaborative Provision processes.
- Provide a high level of customer service to colleagues at partner institutions and ensure a professional approach towards to partnership management at all times.
- You may be required to travel in the UK and overseas for validation events, reviews, examination boards and other meetings.

**Specialist advice, strategy and policy:**
- Lead the development, monitoring and review of a strategic plan for the Collaborative Provision team.
- Work with the Head of Collaborative Provision to review and develop Goldsmiths’ collaborative provision policy and processes.
- Work with colleagues to devise and lead on the delivery of a communication strategy for internal and external audiences to promote the collaborative provision portfolio and emerging projects.
- Participate as a member of institutional working groups and committees.
- Contribute to institutional knowledge of international education systems and operating environments.
- Manage enquiries from staff and external stakeholders for new collaborative provision arrangements.
- Develop professional networks and represent the College at HE conferences and events.

**Other duties**
- Deputise for the Head of Collaborative Provision when required.
- You will be required to undertake any other duties as may reasonably be required.
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

**Additional Information**

Occasional weekend and evening work will be required when working away from the office.

Staff are expected to portray a positive image at all times, both internally and externally of Goldsmiths by displaying high standards of service, integrity, punctuality, politeness and professionalism.

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training. The Category column indicates the method of assessment:

\[
\begin{align*}
A &= \text{Application form} \\
C &= \text{Certificate} \\
I &= \text{Interview} \\
R &= \text{Reference} \\
T &= \text{Test} / P &= \text{Presentation}
\end{align*}
\]

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<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>Graduate level qualifications or equivalent</td>
<td>A, C</td>
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<th>Desirable Criteria 1 - Qualifications</th>
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<tr>
<td>Project Management qualification, or equivalent project management experience</td>
<td>A, C</td>
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<td>Essential Criteria 2 - Experience</td>
<td>A, I, R</td>
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<tr>
<td>Experienced in the independent management of collaborative provision at a higher education institution</td>
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<td>Experienced in the management of academic peer review approval events</td>
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<td>Experience of policy development work at the institutional level</td>
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<td>Experience of service-level strategic planning</td>
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<th>Essential Criteria 3 – Knowledge</th>
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<td>Knowledge of the UK HE sector, in particular a good overview of quality assurance and quality enhancement mechanisms, as well as an understanding of the challenges and issues affecting the current HE landscape in the UK.</td>
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<td>Knowledge of quality assurance issues relating to collaborative provision in higher education in the UK and through TNE</td>
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<th>Desirable Criteria 3 - Knowledge</th>
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<td>An understanding of the higher education systems and TNE in Singapore and China</td>
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<th>Essential Criteria 4 - Skills</th>
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<td>Excellent written skills in drafting reports that synthesise complex factors in a clear way</td>
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<td>Exceptional communication and interpersonal skills and the ability to develop strong professional relationships within and outside Goldsmiths</td>
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<td>A proven track record in project management and the ability to apply judgement to co-ordinate, plan and prioritise work</td>
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<tr>
<td>The ability to assimilate complex regulations and policies and advise colleagues and partners on their implications</td>
<td>A, I, R</td>
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<td>The ability to work independently and proactively, with a flexible and highly professional approach</td>
<td>A, I, R</td>
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<tr>
<td>The ability to apply a creative approach to problem solving</td>
<td>A, I, R</td>
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<tr>
<td>The ability to work in a digital environment and make use of available technology to enhance work performance where appropriate</td>
<td>A, I</td>
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<tr>
<th>Essential Criteria 5 - Additional Attributes</th>
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<td>A flexible approach to working patterns which may include UK and overseas travel and working outside of normal office hours when necessary</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Lucie Gibson, tel 020 7919 7520, e-mail l.gibson@gold.ac.uk.

November 2017

Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information
For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

*Thank you for your interest in working with us, we wish you all the best with your application.*