

## Role Profile

### Main Purpose and Duties of the Post

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**Name:**

**Job Title:** UCA Director of the Institute of Creativity and Innovation

**Location:** Institute of Creativity and Innovation, Xiamen, China

**Hours of Work:** 36.25 per week

**Grade:**

**Reports To:** Pro Vice-Chancellor Portfolio Development and Global Engagement

**Statement of Job Purpose:** To provide academic and administrative leadership of ICI courses, academic teams and students. To be the most senior level UCA administrative and management officer within ICI with responsibility for all aspects of ICI and through collaboration with Xiamen University, have responsibility for the successful delivery of the joint institute.

Be the most senior member of the academic team of the ICI, leading the approaches to teaching, learning and assessment of ICI courses, developing and applying innovative and appropriate teaching techniques that develop the knowledge, skills and successful career journeys of students. Lead curriculum development and review, having responsibility for the standards and quality assurance of courses.

### MAIN DUTIES

#### Leadership and management

1. To provide support for the initial development of ICI through ongoing negotiation with Xiamen University on behalf of UCA.
2. To manage ICI courses, their development and implementation
3. To provide academic leadership for the course/s.

4. To represent ICI course/s at Examination Boards.
5. To be responsible for the assessment of students and the development of teaching and learning strategies appropriate to the nature of the course of study.
6. To oversee curriculum development of the course/s and ensure the continuous improvement of the quality, effectiveness and efficiency of the provision.
7. To liaise with appropriate UCA and Xiamen University staff to ensure effective deployment of academic and support staff, technical and financial resources in order to deliver high quality education.
8. To act as line manager for the academic team.
9. To ensure excellent communication with UCA, Xiamen University, ICI staff and students to ensure the delivery of agreed objectives.
10. To be a member of the ICI management board and represent the ICI on UCA and Xiamen University committees as required.
11. To be responsible for the preparation of course-level Annual Academic Monitoring reports.
12. To ensure compliance of staff and students with Health & Safety policies and procedures
13. To act as a Performance Development Review (PDR) Manager for designated staff.
14. To undertake annual planning and budget preparation for the Institute of Creativity and Innovation, in line with UCA practices.
15. To prepare such planning papers and reports as may be required to assist the strategic development of the courses and the Institute.
16. To participate in specified teaching, research and scholarly activities to fulfil academic and professional objectives
17. Maintaining and promoting equality and diversity within the terms of the University's published procedures.
18. Prioritise own workload within agreed objectives to ensure all activities are completed to deadlines.
19. Provide induction, support and training to staff on the development of teaching, learning and assessment, regulations and university procedures and procedures.
20. Attend training and meetings at UCA/UK as required.

### **Student learning experience**

21. To support the teaching objectives of the ICI by delivering teaching through allocated lectures, tutorials and other forms of teaching.
22. Set and mark coursework and exams, providing constructive feedback to students.
23. To work with the UK Link Tutor to develop where appropriate revisions to existing modules or courses in terms of design, content, structure, forms of delivery, method of assessment
24. To develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
25. To contribute to the development of new teaching approaches and course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging.
26. To ensure that course design and delivery at the ICI comply with the quality standards and regulations of the University

27. To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems. To identify the learning needs of students and define learning objectives.
28. To supervise student projects, field trips and, where appropriate, placements.
29. To maintain active links with industry and professional practitioners and to bring these networks to the ICI for the benefit of students.
30. To coordinate with Link Tutors or Module Leaders in the UK to ensure the consistency and equivalence of teaching and learning at the ICI and the UK.
31. To coordinate the teaching arrangements with academic staff of Xiamen University who would contribute on the same module.
32. To work closely with the English team to integrate the academic study with the English improvement of students.
33. To monitor students progress regularly and provide additional support to students if necessary.
34. To work closely with staff from other disciplines at the ICI to offer students crossdisciplinary study experience.
35. To work closely with UCA, ICI and Xiamen University academic and administration teams to ensure that all the work conducted meets the regulations and requirements of the University.
36. If required, and within field of expertise, deliver modules and provide support to students within the ICI academic scheme programmes.

### **Research, professional practice and pedagogy**

37. UCA operates Academic Career Fields that recognises and supports the expertise of academic staff in Research, Professional Practice or Creative Education fields. Staff are scholarly in their field of expertise, investigating and applying innovation in curriculum development, teaching, learning and assessment methods to their work and the wider team.
38. Staff may be supported with time and resources for advanced research and professional practice in discussion with their line-manager.

### **Pastoral care**

39. Be responsible for pastoral care of students.
40. Act as personal tutor, giving first-line support and mentoring to students.
41. Appreciate the needs of individual students and their circumstances.
42. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
43. Refer students as appropriate to services providing further support.

### **Liaison and networking**

44. Work on specified projects, deputising for the Pro-Vice Chancellor and UCA at points, and working on behalf of UCA.
45. Work with faculty colleagues on a wide range of issues.
46. Participate in and develop networks within UCA and Xiamen University and externally concerned with learning and teaching matters, quality and student satisfaction.
47. Participate in collaborative partnerships with external partners, which are concerned with knowledge exchange and promoting educational links with practice and industry.
48. Undertake international visits in order to establish partnerships at partner institutions.

**Academic administration**

49. Take overall responsibility for course organisation and management including areas such as the development and organisation of the virtual learning environment, course timetables, student assessment of progress, student attendance, teaching quality, student experience etc.
50. Participate in faculty and school meetings.

**Additional Key Requirements:****Communication**

Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media. Communicate with colleagues in Xiamen University (sometimes through translation) to ensure the development of the institute.

**Teamwork**

Lead a team of expatriate staff members and develop productive working relationships with other members of staff.  
Manage and co-ordinate the work of colleagues to identify and respond to student needs.

**Initiative, problem solving and decision making**

Identify the need for developing content or structure of modules with colleagues and ensure developments are undertaken and approved.  
Develop ideas and find ways of disseminating and applying the result of scholarship.  
Exercise responsibility for the development of the Institute.  
Lead and collaborate with colleagues on the implementation of assessment procedures.  
Contribute to the accreditation of programmes and quality control processes.  
Tackle issues affecting the quality of delivery and ensure the response to the Make decisions regarding the content, delivery and assessment of courses within agreed regulations.  
Balance the competing pressures of teaching, scholarship and administrative demands and deadlines.  
Work independently on behalf of the University as a representative in People's Republic of China.

**Work environment**

Be aware of the risks in the workplace and the potential impact on their own work and that of others.  
Depending on area of work (for example laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards and comply with health and safety policies and procedures.

**Person Specification:**

- Higher degree in a relevant subject
- Teaching qualification or equivalent professional experience (ie fellow of the UK higher education academy, peer review etc)

- Sufficient breadth/depth of specialist knowledge in the discipline to teach the curriculum and ensure its continued development
- Experience of higher education management and leadership including the ability to lead academic teams and use a range of techniques to enthuse and engage students and provide an excellent student experience
- Evidence of excellent teaching in an international setting
- Evidence of successful curriculum development
- Excellent written and verbal communication skills
- Able to demonstrate independent and self-managing approach to working
- Evidence of successful team leadership and development
- Evidence of senior level research/professional practice (desirable)
- Evidence of senior level educational development (desirable)
- Mandarin (desirable)

**Expectations to all staff:**

All staff are expected to uphold UCA values, understand and support the delivery of the strategic plan.

**Equal opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Undertaking health and safety duties and responsibilities appropriate to the post.

The University actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Training and development is primarily focused as developing you in your present role. However, some part of the long term training strategy of the University includes identifying personal development needs that will improve your performance and skills as an employee of the University.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.