

## **Job Description – Pro Vice-Chancellor (Education and Student Experience)**

The Pro Vice-Chancellor (Education and Student Experience) will be responsible and accountable to the Vice-Chancellor for the University's programmes of study, its academic standards and the quality of the student experience. **Specific responsibilities** delegated from the Vice-Chancellor include:

1. The development and implementation of the University's education strategy and its monitoring;
2. The quality of the student experience at Cardiff, including National Student Survey and other measures of student satisfaction; undergraduate, taught postgraduate, and research study; student representation, including liaison with the Students' Union; training and preparation of PGR Students for teaching and specific campus issues;
3. The University's quality assurance and enhancement procedures, ensuring that they are fit for purpose, streamlined and responsive; oversight of relationships with the QAA; responsibility for ensuring the successful outcome of institutional audits, including Quality Enhancement Review; oversight of collaborative provision; chairing ASQC and reporting to Senate and Council on aspects relating to quality assurance;
4. The University's processes for programme approval and review, ensuring that they are fit for purpose, streamlined, and responsive;
5. The University's assessment processes, ensuring that they ensure high academic standards and maintain the quality of the Cardiff University degree, and that they take due account of the need not to over-assess students;
6. The University's academic appeals, student complaints, disciplinary and fitness to practise procedures, ensuring that they are fit for purpose, streamlined, and responsive;
7. The University's widening access, participation and retention activities, including the annual Fee and Access Plan, Civic Mission-related engagement and outreach work with secondary schools, further education colleges and other community and governmental bodies; and other universities within and beyond Wales, to promote access to Cardiff University; supporting the transition of students to Cardiff University; and ensuring that students can succeed once they are enrolled at Cardiff University;
8. The development of the University's strategy to support student experience and employability, including engagement with Colleges and Schools to support successful accreditation by relevant professional and statutory bodies; leadership of curricular and extra-curricular developments to improve student employability; and the Cardiff Undergraduate Research Opportunities Programme;

9. The quality of learning resources, including oversight of library and IT resources; and teaching facilities, including all teaching rooms and study spaces; and
10. The development of pedagogic practice at Cardiff University, including oversight of pedagogic skills amongst academic staff and the adoption of new educational practices in accordance with the University's mission;
11. Work closely with the relevant elected officers of the Students Union, Chair the Student Partnership Board and work with student representatives through the Student College Fora.

The Pro Vice-Chancellor (Education and Student Experience) shall also be responsible and accountable to the Vice-Chancellor for major projects to bring about enhancement of the student experience which will be developed in discussion with the Vice-Chancellor.

The Pro Vice-Chancellor (Education and Student Experience) does not directly line manage staff involved in the delivery of support services, but is expected to play a leading role in setting strategy and direction.

The Pro Vice-Chancellor (Education and Student Experience) is a member of the University Executive Board and as such has the following generic responsibilities:

- to play a significant role in developing and delivering the University's strategy;
- to lead the University in areas of responsibility delegated to them, including taking a visible corporate leadership role on issues assigned and agreed by the Vice-Chancellor and the University Executive Board;
- to promote the University in teaching, research, innovation and engagement;
- to promote the interests and values of the University internally and externally;
- to play an active role in the recruitment and appointment of high calibre staff to the University;
- to encourage staff development to meet the overall needs of the University in the context of its development;
- to encourage and develop interdisciplinary activities between Colleges and Schools;
- to take responsibility for chairing University committees, and as necessary playing a part in ceremonial University activities including graduation ceremonies;
- to encourage and reward research, academic excellence and collegial participation throughout the University;
- to play an active role in the University Executive Board, assisting the Vice-Chancellor to achieve the goals of the University as defined in its Strategic Plan and contributing to University planning and to the formulation of policies and procedures;
- to respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages and minimises risk to the University;

- to contribute to the development and testing of University risk and crisis management plans which will be utilised in crisis situations or when serious unexpected events occur;
- to promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their location or mode of study;
- to promote the University as a place of international repute in which to study, research and work and encourage international collaboration and exchange;
- to build effective and productive relationships with key influencers in government, business and professional bodies;
- to actively promote cross-institutional structures and systems (whether related to research/academic programmes/portfolio matters or administration);
- to represent the University as required at local, national and international level; and
- to undertake other such duties as required by the Vice-Chancellor.

### ***Key Relationships***

**Vice-Chancellor:** Reporting to the Vice-Chancellor who will be responsible for ensuring that each Pro-Vice-Chancellor has a robust set of objectives, performance appraisal process and personal development plan.

**Deputy-Vice-Chancellor:** Co-ordinating activities under the leadership of the Deputy-Vice-Chancellor and reporting to the Deputy-Vice-Chancellor on specific agreed projects.

**Pro-Vice-Chancellors:** Being an equal member of the University Executive Board, working in collaboration to develop and implement consistently Cardiff University strategy and policies.

#### **Internal:**

University Executive Board (the senior management team)  
 Senate  
 Council  
 Court  
 Heads of Colleges and Schools and Directors of University Research  
 Research Institutes  
 Chief Operating Officer  
 Deans for Undergraduate Studies  
 Deans of Post-graduate Studies  
 Dean for Employability  
 Director for the Centre for Education Support and Innovation  
 Director of the Centre for Professional Education  
 Registrars  
 Directors of Professional and Support Services  
 Staff  
 Students  
 Students' Union

**External:**

Welsh Government  
Higher Education Funding Council for Wales  
Cardiff Council  
Partner universities in the UK and internationally  
Research Councils and other research funders  
Industrial and commercial firms.  
NHS bodies  
Russell Group  
GW4  
Universities UK  
Universities Wales

**Person Specification**

The candidate should be an acknowledged leader in teaching and scholarship and/or research. They will provide evidence of high standing in their field and will be known and respected in a relevant professional community. Such a profile is a pre-requisite to the incumbent being accorded the appropriate level of respect and credibility internationally, in the UK and Welsh Higher Education sectors and the University.

*Key Competencies, Capabilities and Experience:*

- significant Board level leadership experience or equivalent relevant to the role context;
- significant academic track record in a field relevant to the role context, with distinction in teaching and scholarship and/or research;
- the ability to support continuous organisational change and development;
- the ability to think strategically, to help develop a vision for the future of the University in and beyond the context of the current strategy;
- demonstrable experience of leadership and turning plans into action;
- significant experience of working in a large and complex organisation or equivalent and capacity to undertake management at a senior level;
- scholarship and/or research leadership: securing, rewarding, nurturing scholarship and research including the securing of external grants;
- financial management and significant budgetary planning;
- initiative, judgement, decision-making and change management;
- track record of facilitating the highest quality, teaching, scholarship and research, administrative and service outcomes through the active recruitment, development and management of people and financial resources;
- involvement in relevant professional communities and understanding of the role of professional practitioners;
- track record of successful co-operation and collaborative working relationships, both internal and external, in order to deliver the University's Way Forward; and develop the University; and

- demonstrated success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the University and external stakeholders.

***Attributes and Skills:***

- the ability to inspire and motivate;
- proven capabilities as a team leader;
- good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make considered, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- ability to represent the University at formal events and meetings with outside bodies and to establish relationships with stakeholders;
- ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for learning and teaching practices, scholarship and research;
- willing to travel both nationally and internationally;
- ability to treat staff and students with respect and develop and maintain good working relationships with colleagues, students and external groups;
- understanding and supportive of the need for consultation, collegiality and maintaining the University as the critic and conscience of society; and
- understanding of the complexity and diversity of the University and ability to adapt their approach and style accordingly.