

# (Internal Only) Deputy Academic Director, Centre for Apprenticeships

## POSITION OVERVIEW

<b>Location</b>	London-based / Hybrid (as per business need)
<b>Term</b>	4 years fixed term (2 years + option to renew for a further 2 years)
<b>FTE</b>	Up to 0.6 FTE
<b>Salary</b>	N/A
<b>Reports to</b>	Academic Director, Centre for Apprenticeships (Faculty)
<b>Start</b>	By December 2024 (earlier, if possible)

## The Role

Northeastern University London (NU London) seeks to appoint a Deputy Academic Director, Centre for Apprenticeships.

The Deputy Academic Director supports the Academic Director in their remit to lead and manage all faculty in the delivery of Apprenticeships and other Work-Related Learning (WRL) programmes in the university, to ensure the provision is innovative and high quality in design and delivery, yielding outstanding learner and partner experience and outcomes.

Reporting to the Academic Director, Centre for Apprenticeships, the role holder will have a keen interest in innovative teaching, learning and assessment and strong experience in managing teams of faculty in the delivery of Apprenticeships, including strong knowledge and understanding of quality assurance processes and regulatory requirements.

### About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global

network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further, expanding its student cohort, courses, network and opportunities.

## **Duties & Responsibilities**

In relation to Apprenticeships and WRL, the role holder will support the Academic Director, Centre for Apprenticeships in:

- Representing Apprenticeships and WRL academic provision in relevant committees.
- Providing regular monitoring of academic delivery of programmes and courses, to maintain and continually enhance the academic standards and quality of teaching and learning in this area.
- Setting expectations for faculty and providing detailed guidance and training.
- Providing line management of faculty in this area:
  - Planning faculty workloads and undertaking hiring and induction.
  - Managing faculty feedback and career progression, including Annual Review meetings (leading and/or attending such meetings as appropriate).
  - Managing faculty leave requests to ensure teaching cover as required.
  - Initiating, developing, and monitoring performance improvement plans as needed (e.g. initiating guidance and monitoring in response to items flagged in employer/learner feedback).
- Managing and contributing to programme and course documentation, delivery, and review, e.g. NPP1s, NPP2s, Programme Specs, Course Descriptors, Programme Handbooks, VLE pages, assessment briefs and examination papers, initiating adjustments and sharing good practice as appropriate.
- Working with the Academic Director and other relevant colleagues (e.g. learning technologists, operations, and business relationship management teams) to ensure a high quality and joined-up experience for learners and partners.
- Working with the Academic Director and other relevant colleagues (e.g. Director, Centre for Apprenticeships, Marketing, Recruitment), to help promote the provision to wider audiences.
- Liaising and coordinating with members of the wider university and external institutions (particularly Apprenticeship partners) as required.
- Upholding and promoting equality, diversity and inclusion.
- Any further duties commensurate with the role as specified by the Academic Director, Centre for Apprenticeships, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Demonstrable experience of successfully managing faculty in the delivery of Apprenticeships.
- Demonstrable experience of high-quality teaching, pedagogy and scholarship in an area relevant to at least one of the Centre's programmes.
- Proven ability to produce high-quality programme and course documentation (e.g. programme specifications, course descriptors).
- The ability to engage confidently and competently with academic and professional communities and to participate proactively in activities which develop the quality and reputation of programmes within the Centre.
- Excellent written and verbal interpersonal and communication skills.
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship.
- Excellent time-management and organisational skills.

### **Application Process**

Applications are to consist of a 1-page Cover Letter and a CV. Applicants should address the selection criteria and indicate how their background and expertise align with the job role.

Candidates are welcome to make informal enquiries. Please email Dr Alistair Robinson (Academic Director, Centre for Apprenticeships): [Alistair.Robinson@nulondon.ac.uk](mailto:Alistair.Robinson@nulondon.ac.uk) and Dr Naomi Goulder (Deputy Dean and Associate Dean, Innovation and Enterprise): [Naomi.Goulder@nulondon.ac.uk](mailto:Naomi.Goulder@nulondon.ac.uk).

Applications are welcomed from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Applications should be made via [this link](#) by 23:59 on 01 October 2024.

Please reference your application “**DAD0924**” on the form.