

# (Internal Only) Head of Computing & Information Systems (*Interim*)

## POSITION OVERVIEW

<b>Location</b>	London-based / Hybrid (as per business need)
<b>Term</b>	12 months
<b>FTE</b>	0.3FTE
<b>Salary</b>	N/A
<b>Reports to</b>	Faculty Director (or Associate Director)
<b>Start</b>	March 1, 2024

## The Role

Northeastern University London (NU London) and the faculty of Computing, Mathematics, Engineering and Natural Sciences (CoMENS) seeks an **interim** *Head of Computing & Information Systems*.

The purpose of the role is to provide overall operational management and to take overall responsibility for the delivery of all programmes within the subject discipline.

The post can be held by an Assistant Professor, though Associate Professors (or higher) in the role will additionally be required to provide line management to faculty within their discipline as part of this role (as detailed below).

We particularly encourage applications from those with a keen interest in innovative teaching, learning and assessment; those with knowledge and experience of quality assurance processes; and those with experience of supporting a wide variety of students.

## 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**

- Working with Associate Deans, Faculty Director, Associate Directors, Course Leads and teaching faculty, to ensure that teaching and learning across programmes in the discipline are developed, delivered and maintained to the highest standards of policy and best practice.
- Engage with portfolio leads (UGT, PGT, Academic Engagement, Digital Learning & Academic Content Development) and others as required.
- Cooperation with Dean, Deputy Dean and other Associate Deans on academic planning, programme design and development and resourcing may be requested intermittently.
- Provide line management to faculty within the subject discipline (post holders at the rank of Associate Professor or higher only).
- Assist and advise Associate Directors with their engagement with professional services teams in support of effective recruitment, high quality programmes and exceptional student experience.
- Support and promote excellence in teaching and learning in the discipline.
- Support a strong, student-focused culture across programmes in the discipline.
- Participate in and contribute to all faculty meetings and meetings with other Heads of Discipline.
- Participate in other relevant committees as required.
- Support the Faculty Director and Associate Director of Teaching & Learning with allocation of teaching cover (considering unplanned absence, holidays, sabbaticals, etc.).
- Support the Faculty's programmes and course documentation, delivery, assessment, quality and review activities by sharing good practice as appropriate for all programmes within the discipline.
- Support initiatives for the promotion of the discipline and its programmes and courses by liaising with the Associate Director for Enrolment Management.
- Support Faculty Director and Associate Director of Teaching & Learning with the provision and maintenance of adequate resources, both physical and online, for the discipline in respect of both faculty and students.
- Uphold and promote equality, diversity and inclusion across all aspects of the role.
- Undertake further duties as specified by senior leadership, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

## Person Specification (Essential Criteria)

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Demonstrable experience of learning, delivery of high-quality teaching, pedagogy and scholarship in an area relevant to at least one of the discipline's programmes.
- A reasonable level of awareness of faculty resourcing needs.
- The ability to engage confidently and competently with academic and professional communities and the willingness to participate in engagement activities which develop the reputation of programmes within the faculty.
- 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

Please ensure that your application includes a Cover Letter and 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 the Faculty Director of CoMENS, Dr Alexandros Koliouisis: alexandros.koliouisis@nulondon.ac.uk.

Names and contact information of references should be provided at the end of your CV. References may be sought for shortlisted candidates.

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 **30 September 2024**.

Reference: Head of Comp & Info Sys Ref: '**HOCIS0924**'