



Ravensbourne
University London

ROLE DESCRIPTION AND PERSON SPECIFICATION ACADEMIC STAFF

Role Title: Course Leader / Associate Professor

Department:

Band: E

Reports to: Head of Department – FASHION

Purpose of Role:

- To provide academic leadership and management of the MBA Fashion Business and Entrepreneurship programme, modules and staff under supervision, ensuring high quality teaching, achieving and maintaining learning and assessment standards and progression targets in accordance with institutional strategies and regulations.
- To ensure the MBA Fashion Business and Entrepreneurship programme delivers relevant, current and future facing industry practice provision and creative thinking.
- To enhance student learning and attainment by offering high quality, innovative teaching and learning support.

Role Responsibilities:

- To oversee and provide high quality teaching in a variety of settings and modes as required including hybrid, online and campus-based delivery.
- Apply innovative teaching techniques at undergraduate and postgraduate levels, including development and management of medium to large teaching programmes.
- Propose, design, and develop new courses liaising with colleagues across the Institution as appropriate within its quality standards and regulations.
- Engage fully with institutional and national quality assurance guidelines in the creation, delivery, and assessment of level two, three, undergraduate

and postgraduate awards.

- Design, develop and deliver a range of high-quality programmes of study at various levels and modes as required such as hybrid delivery, online delivery and campus-based delivery.
- Design and manage processes in relation to student assessment, examination, and feedback activities.
- Identify areas where current provision needs revision or improvement and lead the required development.
- Create an environment to work in partnership with students to continually enhance their learning experience.
- Continually develop own and others pedagogic approaches through regular CPD to support a high-quality student experience.
- Translate knowledge of advances in subject area into teaching and assessment methods and materials
- Lead on and promote equality, diversity and inclusion through approaches undertaken at every level of role.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse.
- Continually update knowledge and understanding (both academic and industry related) in specialist area
- To be responsible for the recruitment of students to the course(s), including promotional activities and interviews, and to oversee induction on arrival.
- Contribute to research and knowledge exchange activity assigned to teaching content and delivery by providing specialist input based on professional expertise and experience.
- Integrate a work-based learning approach within the curricula
- Lead individual and collaborative research/knowledge exchange activities, building on an established and distinctive programme of research and knowledge exchange and disseminating results through regular and sustained outputs in high impact publications, exhibition, industry symposiums, journals, books and conference proceedings
- Critically evaluate and reflect on teaching practice and methodology and collaborate with colleagues on course development activities and in the planning and implementation of curriculum changes

- Collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which establish educational links with industry and influence public policy and the professions
- Contribute to Research Excellence Framework and or Knowledge Exchange Framework metrics
- Secure research/knowledge exchange funding and manage research projects
- Secure enterprise income
- Manage research/ knowledge exchange groups as project leader, providing leadership, support and guidance to research staff and students and academic colleagues as appropriate
- Establish demonstrable links with industry
- Secure proposals to appropriate external bodies for research funding and manage grants awarded
- Engage in module or course development and make recommendations on the development of annual course budgets and on the allocation of sessional hours
- Carry out department/school and/or university senior administrative and management functions, for example by convening or participating in relevant committees
- To contribute to the development of the course team(s) and individuals through the appraisal system, providing advice on professional development
- Demonstrate externality in panel memberships, validations and external examining
- Collaborate and work effectively within team and across different professional groups.
- Critically evaluate and reflect on teaching practice and methodology and collaborate with colleagues on course development activities and in the planning and implementation of curriculum changes
- Collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which establish educational links with industry and influence public policy and the professions

Key working relationships:

Head of Academic Partnerships

Head of Department

Associate Professors

Course Leaders

Directors

Senior Quality and Standards Officer (Partnerships)

Partner staff

Resources Managed

Budgets: n/a

Staff: n/a

Other (e.g. equipment; space): n/a

Person Specification (Knowledge, Skills and Behaviours)

| | Essential | Desirable |
|--|-----------|-----------|
| <u>Core Personal Skills</u> | | |
| Minimum Qualification Required: | | |
| A Degree, appropriate professional qualification or equivalent. | ✓ | |
| A post-graduate qualification | ✓ | |
| A PGCE or HEA accreditation or the ability to achieve one of these | | |
| A PhD or other Level 8 qualification | | ✓ |
| Experience of working with partners, ideally in a franchise/Validation context | | ✓ |
| Customer Focus and Service | | |
| Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them. | ✓ | |
| Enterprise and Support for Income Generation | | |
| Understands the critical importance of income generation, in particular from student recruitment, and is alert to the opportunities for increasing income from existing or new sources, taking action as necessary. | ✓ | |
| Communicating and Relating to Others | | |
| Communicates clearly both orally and in writing (including formal and informal written documents). Can build and maintain effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon. Works collaboratively and harmoniously within the team and partners. | ✓ | |
| Organising Work | | |
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| Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met. Ability and willingness to undertake frequent domestic travel and occasional overseas travel. | | |
| Problem Solving and Decision Making | | |
| Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation | ✓ | |
| Future Focussed and Change-Ready | | |
| Understands their current position in the broader environmental context and is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements. | ✓ | |
| Numeracy and Statistics | | |
| Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand. | ✓ | |
| <u>Using IT</u> | | |
| IT General | | |
| Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a Virtual Learning Environment | ✓ | |
| IT Project Management | | |
| Strong IT skills including, if using online project management tools, an awareness of the functional specifications of these tools in managing projects, such as Basecamp. | ✓ | |
| IT Hardware | | |
| An awareness of audio visual input and output, including basic trouble shooting with adaptors (VGA, DVI), how to adjust and mirror laptop screen output to projectors, how to connect a range of peripheral devices such as mice, screens, Ethernet connections | ✓ | |
| IT System | ✓ | |

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| <p>Know how to search for and connect to a range of wireless network connections, how to change audio output and video and microphone inputs for a laptop. To be aware of home folders synchronisation and to be guided to maintain good housekeeping in terms of location of folders on local and network drives. To be able to use cloud based services provided by Ravensbourne after instruction: Microsoft Teams, OneDrive.</p> | | |
| <p>IT Software</p> <p>Know how to be able to launch applications successfully and close them again. To be able to use a range of different browsers effectively and appreciate their differences. To be able to save outputs from Microsoft Office programs in a variety of outputs supported by those programs, for the purposes of sharing.</p> | ✓ | |
| <p><u>Academic and Technical Knowledge and Know-How</u></p> <p>Subject Knowledge and its Application</p> <p>Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of keeping up to date in the application of that knowledge, for teaching and other aspects of the role</p> | ✓ | |
| <p>Inter-Disciplinarity</p> <p>Understands inter-disciplinary and convergent processes in creative and digital activities, and demonstrates a commitment and ability to ensure this is reflected in the educational offer</p> | ✓ | |
| <p>Applied Research and Knowledge Transfer (including Consultancy)</p> <p>Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of applying that knowledge in an industrial/professional practice context</p> | | ✓ |
| <p>Planning and Managing Student Events</p> <p>Ensures that the work of existing and graduating students is presented and promoted effectively to a wide range of audiences, through an innovative programme of events and activities</p> | | ✓ |

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| <p>Professional Context</p> <p>Develops and maintains an understanding of how developments in the professional, legal, regulatory and educational contexts impact upon own role specifically, and Ravensbourne more generally</p> | ✓ | |
| <p>Academic and Technical Educational Delivery, Systems and Processes</p> <p>Teaching and Learning</p> <p>Combines innovative subject content and learning and teaching methods in ways that fully enable learners to achieve their goals</p> | ✓ | |
| <p>Student Recruitment, Admission and Induction</p> <p>Ensures that prospective students are attracted by Ravensbourne's offer and assisted in making their choice; that they are selected fairly and in accordance with equality and diversity principles; and that they are enrolled and registered promptly and efficiently, and receive an effective induction</p> | ✓ | |
| <p>Student Engagement</p> <p>Involves students fully in their educational experience by encouraging them to contribute as Course Representatives or Student Union Officers; participating in course evaluation and curriculum design; and helping them understand the nature of their educational experience, by setting realistic expectations</p> | ✓ | |
| <p>Course Administration and Quality Assurance</p> <p>Leads the delivery of education to students by contributing to the efficient running of the programme, in accordance with Ravensbourne's quality standards and procedure</p> | ✓ | |
| <p>Course and Curriculum Design</p> <p>Designs and re-designs courses and associated curricula, bringing together digital technology, creative content and pedagogical innovation in ways that ensure effective student learning and future employability</p> | | ✓ |
| <p>Technical Equipment</p> <p>Ensures that all equipment in use is fit for educational purpose, and that new equipment is purchased cost</p> | | ✓ |

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| effectively, installed safely, and regularly maintained | | |
| <p>Industry and Educational Context</p> <p>Develops and maintains an understanding of how developments in both the relevant industries and higher and further education impact upon the role specifically and Ravensbourne more generally</p> | ✓ | |
| <p>Partnerships</p> <p>Leads in supporting the Course Leader/HE co-ordinator at a partner institution including quality oversight of the programme and monitoring the application of quality assurance and enhancement procedures to ensure the correct processes are being followed and timely intervention occurs where appropriate.</p> <p>They additionally support the partner institution in their alignment to the learning, teaching and assessment approaches of the university through development and enhancement activities.</p> | ✓ | |