

**Description and Person Specification**  
**Academic/Professional Services Staff**

**Job title: Course Leader Events Management**

**Department: Business**

**Pay Band: E**

**Line Manager: Head of Business**

**Role Purpose:** To provide academic leadership and management of the *Events Management* course and staff, ensuring a high quality of teaching, achieving and maintaining learning and assessment standards.

To maintain and develop the subject specialism through collaboration with industry partners, academic colleagues and strengthened industry links / relations.

To contribute to the achievement of institutional priorities in teaching and learning, access and participation, student recruitment.

**Duties and Responsibilities:**

- To direct the operation of the course(s) , providing leadership in maintaining quality and appropriateness of course content and delivery.
- To engage fully with the Institution's policies and procedures for the setting of academic standards and enhancement of the student experience.
- To act as line manager for course teaching staff.
- Working with the teaching team, to tutor, mentor and counsel students (and where appropriate to refer to student support services).
- To collaborate with the Head of Department in effectively deploying departmental resources, including for example sessional allocations.
- To co-ordinate the recruitment of students to the course, including open days, promotional activities, and to oversee induction on arrival.
- To contribute to the overall running of the Department and university in areas of research, operations and course planning.
- To contribute to the development of the course team through the appraisal system, providing advice on continuing professional development.
- To engage in Institution-wide committees or working parties when required.
- To undertake administration appropriate to the running of the course including; maintenance of course files and documentation, including as required provision of data on student assessment and withdrawals, and timely submission of grades to Registry etc.
- To work with the Head of Department on planning and development of the course and of the department more broadly, including new areas of delivery.

<ul style="list-style-type: none"> <li>Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.</li> </ul>
<p><b>Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):</b></p> <p>Head of Department          Course Leaders for <i>(other courses within the Department or with closely related content)</i>          Tutors and Sessional staff          Dean of School          Director of Learning and Teaching          Registry &amp; Student Services, Quality, HR and Marketing Staff          Technical and Building Services teams</p>
<p><b>Resources Managed</b></p> <p>Budgets: With Head of Department, course sessional and non-staff budgets          Staff: <i>(Name of Course)</i> teaching staff; sessional lecturers          Other: Dedicated <i>(Name of Course)</i> teaching spaces (with Technical Services)</p>

Knowledge and Experience	Essential	Desirable
<p><b>Education</b></p> <p>A first degree, or appropriate professional qualification.</p>	X	
<p>A postgraduate qualification in an appropriate discipline/area.<sup>1</sup></p>	X	X
<p>A PGCE or similar teaching qualification (or the willingness to achieve this)</p>	X	
<p>HEA accreditation or the ability to achieve it.</p>		
<p><b>Professional qualifications/experience</b></p> <p>Experience of working in the <i>(course relevant)</i> industry (or a closely related sector).</p>		X
<p>Knowledge and understanding of the working of the <i>(course relevant)</i> industry either from a professional or educational perspective.</p>	X	
<p>Experience of line management of staff in either an industry or academic context.</p>	X	
<p>A track record of research and knowledge exchange in either an academic or industry context.</p>		X

<sup>1</sup> Desirable/Essential dependant on discipline, professional requirements etc.

<p><b>Higher Education knowledge</b></p> <p>Experience of teaching on a (<i>discipline-specific</i>) degree-level course</p> <p>A track record of experience in academic processes and practices, including course and module design and development.</p> <p>Experience of academic management, including for example assessment processes, course reporting, peer observation procedures, quality systems.</p> <p>A perspective on the broader prospects and development of the education sector, including for example pedagogic developments.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p><b>Stakeholder and Project Management</b></p> <p>Experience of developing and delivering partnership projects to enhance learning and the student experience.</p> <p>Experience of industry liaison and engagement, in particular for the development of student-facing projects or research initiatives.</p>	<p>X</p> <p>X</p>	

<b>Core Personal skills abilities and behaviours</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Management and leadership</b></p> <p>Experience of effective team leadership in either an industry or academic context against defined outcomes.</p> <p>Works collaboratively and harmoniously within teams and more widely with all significant others to get the job done, to the satisfaction of all those involved.</p> <p>Experience of project leadership on outcome-focused initiatives</p> <p>A demonstrable focus on student success and achievement</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><b>Equality, Diversity &amp; Inclusion</b></p> <p>Experience of working in an environment where equality, diversity and inclusion are central to work and delivery.</p> <p>Experience of dealing with diversity issues in a leadership or management context.</p> <p>A demonstrable approach to the delivery of student wellbeing, achievement and pastoral care.</p>	<p>X</p> <p>X</p> <p>X</p>	

<p><b>Communication</b> Experience of writing and speaking in formal contexts including for example academic writing/report writing, public speaking.</p> <p>The ability to maintain effective relationships across all levels of an organisation and external stakeholders.</p> <p>Proficiency in data management and analysis systems (e.g. PowerBI, Excel etc) and the capacity to adapt to evolving systems.</p>	<p>X</p> <p>X</p>	<p>X</p>
<p><b>Organisational Values</b> Demonstrates a commitment to delivering positive organisational values.</p>	<p>X</p>	

### Our Values

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

