

Associate Dean - Computing

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Company: GBS Global Applied Knowledge

Location: United Kingdom

Category: other-general

Associate Dean - Computing

The purpose of this role is to provide leadership and management for higher education programmes validated by our collaborative partners and to ensure that our collaborative partnership thrives and furthers the objectives and aims of GBS strategic planning, including implementation of our learning and teaching strategy across all levels and all course offerings.

The role ensures GBS maintains the highest academic standards and student-centred learning environment enabling our students to meet their educational and professional goals. It is also to manage the collaborative partnerships strategically in order to meet key performance indicators set for student attendance, student retention, student progression and student achievement.

The post-holder can be based at any GBS UK campus and we operate a fully on-site working model. This role is not eligible for sponsorship.

Main Responsibilities

Key Responsibilities

To provide leadership to all staff involved with the delivery of GBS. This includes managing all Head of student success tutors, student success tutors, Level Leaders, Module Leaders, teaching staff and professional services staff.

To promote and further enhance the highest quality learning experience for GBS students

on our collaborative programmes.

To manage on a day-to-day basis the operation of the programmes delivered across the GBS campuses in London, Birmingham, Manchester and Leeds, including travel to all campuses and collaborative partner sites.

To ensure that students' experience the highest quality teaching and learning, pastoral support and careers advice.

To ensure that academic standards are met through the assessment process and that the marking criteria of our collaborative partners are consistently met by all teaching staff involved in the assessment of students.

To be responsible for reports for GBS academic governance structures, partnership meetings, including quality reports to all stakeholders.

To ensure that the quality assurance and quality enhancement requirements of the collaborative partnership are fully adhered to and implemented across all programmes.

To liaise and act as a key point of contact with staff at partner institutions, including the Link Tutors and Partnership Managers.

To attend all partnership meetings and to ensure that reports for these meetings are produced in a timely manner and to the highest standards.

To ensure that staff and students make full use of the learning resources provided by GBS.

To deal with student issues in a timely and professional manner using the appropriate policies and procedures.

To contribute to the efficient and effective use of resources provided by GBS across its campuses.

To undertake other such duties and responsibilities in the spirit of the role of Associate Dean.

General Duties

To write high quality reports using quantitative and qualitative data for internal and external audiences, as required.

To work efficiently, accurately, and with attention to detail.

Liaison with GBS Staff and External to GBS

The Associate Dean liaises with key staff at GBS including the CEO, Dean, Quality Director, Registrar, Director of Operations, Quality Manager, other Associate Deans, as required.

Requirements

Essential

A professional approach with integrity at all times

Excellent interpersonal and communication skills with an enthusiastic approach

Experience of programme management

Experience of upholding academic standards and enhancing the student learning experience

Experience of working in partnership with universities and other higher education related organisations

Knowledge and understanding of implementing internal quality assurance systems and external quality assurance, including the QAA and Office for Students.

Good honours degree and Master's degree

Recognised teaching qualification, for example, with the HEA

Desirable

Experience of quality assurance reviews, for example the QAA

External examining at UK universities and other higher education providers

PhD and research publications

Senior leadership experience of leading through a period of significant change

Other Information

OTHER INFORMATION

The Associate Dean will also be expected to demonstrate their commitment:

to GBS values and regulations, including equal opportunities policy.

the GBS's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of GBS's Environmental Policy.

to their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

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