

Job Description

Position Details

Job Title	Provost & Deputy Vice-Chancellor
Grade	Spot
Department	Directorate
Line Manager Job Title	Vice-Chancellor & CEO
Line responsibility for	Note: this list is subject to change pending integration of the faculties and RILC into a single, cohesive academic structure. PVC Dean of Business and Management (BaM) PVC Dean of Humanities, Arts and Social Sciences (HASS) Registrar Director of Regent's Institute of Languages and Culture (RILC) Head of Academic and Educational Developments Head of International Partnerships Office (IPO)
Internal close contact with	Chief Operating Officer Finance Director PVC & Director of Human Resources Head of Governance Chair of the Senate Research Committee Heads of Departments and Schools The Professoriate Director of Development and Alumni Relations Director of Marketing, Recruitment and Admissions Chair and Trustees of the Board
Frequent external contact with	Partner organisations OfS UUK QAA London Higher Other regulatory bodies (as required)

Job Purpose

The Provost & Deputy Vice-Chancellor is responsible to the Vice-Chancellor & CEO for the delivery of the University's academic objectives. This includes the development of a distinctive course portfolio, a signature pedagogy, an effective curricular framework and an optimal academic structure - all enhanced by research, scholarship, industrial connectivity and a culture of continuous improvement.

	Main Responsibilities
1.	To ensure that Regent's has a sufficiently attractive and distinctive academic portfolio to meet its growing recruitment targets.
2.	To design, develop and implement an innovative, 'signature pedagogy' that best facilitates delivery of this portfolio.
3.	To ensure that entrepreneurial learning is a central feature of this pedagogy and that this drives up rates of successful student start-ups and of graduate-level employment.
4.	To lead the integration of the faculties and RILC into a single, highly effective, academic structure.
5.	To lead the development of online and blended learning at Regent's, both as an enhancement to the on-campus experience and in order to cultivate new, off-campus markets.
6.	To develop a range of institutional partnerships and alliances that enhance the academic reputation of Regent's, strengthen our finances and align with our mission and values.
7.	To drive the development of innovative practice in learning, teaching and assessment at Regent's, with a particular emphasis on digital enablement oriented to the needs and expectations of contemporary students.
8.	To define the 'Regent's Academic' and ensure that this distinct mix of skills, knowledge, experience and qualities describes teaching staff across the portfolio.
9.	To ensure consistent, high performance across Regent's academic staff, in line with the University's performance management strategy.
10.	To develop a coaching culture, and to support people development and succession planning.
11.	To exhibit a strong, personal commitment to the University's mission and values and to act as a brand ambassador, behaving at all times in a manner that embodies and promotes these values.
12.	To ensure the systemic quality and continuous improvement of all courses at Regent's.
13.	To lead and ensure delivery of a Retention Strategy that enables achievement of the University's retention, progression and completion targets.
14.	To lead and develop the NSS Improvement Strategy to ensure that <i>all</i> courses achieve the University's overall satisfaction target.

15.	To contribute, as a member of Directorate, to the overall achievement of the University's Strategic Plan.
16.	To provide active support to the Vice-Chancellor in maintaining and raising the profile of the University and its mission.
17.	To establish and maintain effective working relationships with members of the executive, the Board of Trustees, and stakeholders, to include VIPs, representatives of national and local agencies, as well as academic and professional staff within the University.
18.	To implement the University's Health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties.
19.	To implement the University's Equal Opportunities Policy and promote equality of opportunity in relation to the duties of the post.
20.	To deputise for the Vice-Chancellor and CEO, at such time as he is absent from the campus, with a clear level of authority to take decisions on the Vice-Chancellor's behalf.
21.	To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person Specification

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Department	Directorate
Line Manager Job Title	Vice-Chancellor & CEO

Person Requirements

Job Requirements	Assessment Criteria			
	(E)ssential (D)esirable	(A)pplication	(I)nterview	(T)est or (P)resentation
QUALIFICATIONS & TRAINING				
Educated to degree level	E	X		
Doctoral qualification in relevant field	D	X		
EXPERIENCE				
Experience of leading innovation in the learning and teaching domain	E	X	X	
Experience of use of technology in learning and teaching	E	X	X	
Rapid portfolio and programme development	E	X	X	
Generating & exploiting contacts, links and partnerships	E	X	X	
International perspective	E	X	X	
Experience of successful change management	E	X	X	X
Presentations at conferences & high level meetings	E	X	X	X
Managing academic faculty	E	X	X	
Academic quality management	E	X	X	X
KNOWLEDGE, SKILLS & COMPETENCIES				
Additional key language skills	D	X		
Digitally fluency	E	X	X	

High level financial literacy & competency	E	X	X	
GENERAL ATTRIBUTES & PERSONAL QUALITIES				
Ability to inspire and lead in a collegial manner	E	X	X	X
Energy, drive and pace of delivery	E	X	X	X
Ability to develop and empower direct line reports	E	X	X	
Effective listener and excellent communicator	E		X	X
Committed to Regent's Values and can demonstrate a commitment to them	E		X	
A high level of commitment to diversity and equality	E	X	X	
OTHER / SPECIAL REQUIREMENTS				
Ability to work outside normal office hours when required or at other locations	E		X	
Ability to attend international events and empathise with representatives of partner institutions	E		X	