

Job Description

Post title: Director, Nottingham Institute of Education	Post No: 06318
Department: Education	Date compiled: April 2019
Grade: Head of Department	Hours per week: 37 Weeks per year: 52
If fixed term, state duration:	
<p>IMMEDIATE LINE MANAGER: Dean of School (Associate Dean for certain tasks as specified)</p> <p>DESIGNATION AND GRADE OF ANY STAFF SUPERVISED BY THE POST HOLDER:</p> <p>Academic staff within the Institute of Education.</p> <p>JOB PURPOSE:</p> <p>To provide effective strategic leadership and management of the Institute of Education.</p> <p>To ensure the overall teaching, learning, research, income generation and development is consistent with the achievement of the school and University academic plans.</p> <p>To ensure the Institute and its staff achieve excellence in teaching and learning, world-leading research, external engagement and student experience.</p> <p>To represent the Institute, School and University and seek to extend the Institute's national and local collaborations and develop a vision of the Institute's long-term future.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Recognise the volatility of the external environment - particularly in terms of ITE – with which the Institute interfaces, and work closely with external colleagues of sufficient seniority to ensure that the School management is fully apprised of the relevant policy and other changes crucial to delivering on the teacher education agenda. 2. To build meaningful, sustainable and mutually beneficial partnerships with a range of external agencies, including policy makers, politicians and potential funding organisations, and position the Institute appropriately within the local, regional and national contexts. 3. To act as ambassador and spokesperson for the Institute, contributing to and influencing public, media, policy and academic debate. 4. Support the Dean/Deputy Dean as required in the development and implementation of strategic and operational policies as these affect the Institute, the School and the University. 5. Manage and enhance the Institute's performance against all relevant education metrics and quality indicators and develop, monitor and measure action plans, to achieve objectives/desired KPIs. 6. Set the strategic direction and embed the culture of research and scholarship in the Institute working across the University and with external partners to identify opportunities for co-produced, collaborative and multi-disciplinary research, evaluation or projects, in response to the priorities of stakeholders engaged. 	

7. To provide effective leadership for the staff within the Institute including the development of a culture of positive action to deliver a high quality student experience.
8. To propose and foster developments in the Institute's work in teaching, scholarship, research, income generation activities, liaising with other senior colleagues across the School and College and University as appropriate.
9. To manage and be accountable for delegated budgets/resources allocation to support the Institute's activities in line with delivery of agreed plans.
10. Undertake personal teaching, scholarly activity and research at a level agreed with the Dean.
11. Any other duties commensurate with the post

Special requirements:

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Kathie Moore	Date: April 2019
Approved for department by	BLSS HR	Date: April 2019