UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Military Programmes Director
DEPARTMENT	College of Science
LOCATION	Brayford Campus

JOB NUMBER	COS815	**GRADE**	10	**DATE**	March 2021

REPORTS TO	PVC – Head of College of Science

CONTEXT

The University of Lincoln is an ambitious higher education institution, amongst the UK's top 20 in The Guardian University Guide 2020. The University was awarded Gold – the highest standard possible – in the 2017 Teaching Excellence Framework; a nationwide assessment of teaching quality across UK higher education institutions. It is also committed to growing student numbers, using new partnerships with external organisations and innovative forms of programme delivery.

The College of Science and in particular the School of Computer Science has had significant accomplishments in recent years, developing a range of technology-focused programmes targeted at the defence and allied professions. These range from a suite of short courses, through to postgraduate programmes, including the prestigious MSc Innovation in Intelligence, Surveillance and Reconnaissance, which was initially developed in collaboration with RAF Waddington.

Over the last few years, the College has supported defence education through two main postgraduate programmes. The University's strategic vision is to strengthen academic support with the defence sector; to open more opportunities to our graduates; be part of defence service long-term strategy in academic and professional development; and to develop educational consultancy activity in support of the recent expansion in the private sector, that has seen Lincoln become a national centre for companies engaged in supporting defence training.

There is an immediate need to fill the vacant post of Defence Programme Leader of the related PG programmes, and this role has been broadened to encompass a more strategic focus towards expanding the defence aspects of both College and Institutional external educational activity. The post holder will fill a key role as the academic manager of technology-focussed defence programmes and will be key in developing new opportunities in educational consultancy both in terms of securing contracts and in leading the construction of programme content and in the establishment of procedures and practices to monitor and support both the delivery partnership and the support of students on the programme. They may additionally be expected to contribute to the delivery of some modules on these and other awards across the School of Computer Science. Additionally, the post holder will be expected to enhance the reputation of the University in the defence sector by cultivating national and international partnerships, and to introduce new areas of activity.

The University is committed to building a culturally diverse institution, where all staff and students can flourish and feel valued for their contribution and individuality. We are encouraging talented people, whatever their background, to work and study here. All

appointments are made on merit. We particularly welcome applications from female academics, as they are currently under-represented in positions within the School.

JOB PURPOSE

General

The Defence Programmes Lead will form part of the management team for the College of Science. They will contribute to the College achieving its strategic objectives by taking responsibility for a number of delegated core activities. They will play a key role in supporting the Head of College to develop an outstanding experience for students and developing new external business in educational consultancy and partnership arrangements.

In addition, they will contribute leadership and oversight to defence programmes across the institution as appropriate and play a lead role in the development of new avenues of external activity in the defence field.

Specific to this post upon appointment:

This is a key post for an enthusiastic higher education professional with a sound knowledge of the educational and training requirements of the defence sector, who has the desire and potential to forge an academic career. Using their experience of operational management, the post holder will play a key role in facilitating additional growth of technology-focused study programmes accredited by the University and delivered to the defence sector and other professions, both in the UK and overseas. They will also lead in the development and administration of defence programmes to cater to a variety of needs.

As an academic member of staff in the College of Science, there may be a requirement to contribute to the delivery of the undergraduate and postgraduate curricula in relevant fields, the specifics of which will be negotiable between the successful candidate and the Head of College. Support will be given to the post holder to build on their publications output, however, the primary role will be that of Programme Leader for existing defence provision, together with the generation of external income and curriculum development in defence and related programmes.

https://www.lincoln.ac.uk/home/socs/militaryprogrammes/

KEY RESPONSIBILITIES

The responsibilities of a Senior Academic are wide ranging and may change over time, according to the development needs of the department and the individual. In general, the postholder can expect to undertake any of the following:

People Management
• To manage activities in support of the academic work of the College, particularly in relation to discipline and teaching scholarship and relevant professional practice with relevant organisations that constitute the defence industry.
• Recruit and manage academic staff as required to support the defence portfolio in the College.
• Oversee the administrative function in support of defence programmes in the College and lead activity in support of training and associated activities in delivery partner locations.
• Manage administrative and reporting processes where relevant, such as annual leave and sickness absence reporting.
• Contribute to the implementation of staff development activities including mentoring and peer review of teaching.

Teaching, Scholarly Activity and Professional Practice
• To lead on curriculum development in the College defence portfolio and the advancement of defence education within the University.
• To oversee, plan, design and deliver teaching within programmes in relevant discipline areas.
• To understand, interpret and respond to metrics affecting the College. Develop and lead initiatives to deliver improved College performance in outreach, income generation and student satisfaction in defence programmes.
• Ensure that teaching content is appropriately informed by current research and industry relevant activity.
• Take a lead role in the construction, validation and management of bespoke programmes of study and report appropriately on assurance and enhancement of quality issues.
• Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.
• Engage in teaching on defence programmes to a very high standard. There may be a requirement to contribute to additional teaching activity in security related modules of study outside of the defence field, e.g. in Cyber Security and/or Network Data Protection. The range of teaching duties may change from time to time but will be arranged with agreement with the Head of College.
• Work with relevant defence sector contacts to develop student or educational contract opportunities for the College.
• Extend, transform and apply knowledge acquired from scholarship and professional practice to teaching and appropriate external activities.

- Supervise and manage projects, if required.

Resource Planning and Management

- Assume responsibility for aspects of resource planning and management for defence programmes both in and associated with the College. This may include but is not limited to:
  - Overseeing the recruitment of hourly paid staff to support defence delivery.
  - Co-ordinating and overseeing workload planning and allocations, including workload conversation with staff (unless escalated by the individual to the Head of School/College), ensuring the effective deployment of academic staff including balancing of academic duties.
  - Co-ordinating and overseeing delivery scheduling and effective management of allocated teaching space.

- Managing the effective maintenance, acquisition and deployment of curriculum resources and equipment.

Liaison and Networking

- Cultivate high-level relationships with various stakeholders in the defence industry and seek opportunities for educational consultancies.

- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the School, College and University.

- Participate in academic activities with the defence sector and other external partners.

- Maintain and develop links with relevant professional bodies, industry partners and academic groups.

- Represent the School , College and the University on appropriate external bodies.

- Take part in relevant internal boards, committees and working groups at College or University level, as required.

Team Working

- Lead a team in order to achieve the strategic aims of multiple complex projects which align to the key performance indicators of institutional objectives.

- Supervise and inform the work of others in a number of business, defence and teaching contexts. At this level, significant resourcing and identified staffing issues would be expected to be dealt with by the post holder.

- Contribute to the advancement of College activity in a range of contexts as a member of the College Leadership Team.

Student Support

- Oversee the effective management of students on a range of defence-based programmes across multiple Schools and Colleges.

- Act as academic tutor to students, as allocated by the Head of College, and act as first line contact for them for advice and support on academic matters; ensuring that students are directed to relevant support services when necessary.

- Supervise research degree students as appropriate.

- Supervise undergraduate student projects as appropriate.

- Support students on modules of study through teaching activities including but not limited to:

  - Direct face-to-face teaching.
  - Remote support as appropriate.
  - Provision of an effective portfolio of electronic resources through the University Virtual Learning Environment.
  - Creating effective strategies for assessment and feedback on performance that respond to the University Assessment Framework.

Citizenship

- Contribute, as required, to the wider mission and reputation of the University, with active involvement in activities contributing to general University life, e.g. open days, student activities, alumni events and delivery of outreach activities, e.g. school visits, local community activities.

- Where appropriate, active participation in committees/groups contributing to University life, e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups.

- Engage in appropriate training programmes in the University; actively follow and promote University policies; and participate in the staff appraisal scheme.

- Where appropriate, contribute to the future development of the University and support the University's wider social, cultural and economic development of our region, with engagement and/or leadership of external partnerships, contributing to the civic mission of the University. Participation in external activities, such as volunteering, cultural activities, community activities.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
Flexible working will be required. This may include occasional weekend work and the ability to work overseas for short periods of time.

Key working relationships/networks	
Internal	**External**
- Head of College - College Senior Academic Managers - College academic, administrative and technical staff - Director of Selborne Programmes - Department of Research and Enterprise - Support Services Staff across the institution	- Relevant academic, defence sector, and professional groups and accrediting bodies - Relevant regional, national and international networks and statutory bodies - Overseas partner institutions - External examiners - Local stakeholders

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Military Programmes Director	JOB NUMBER	COS815

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree or equivalent	E	A
PhD in relevant discipline or equivalent demonstrated through professional practice record of achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Relevant teaching in Higher Education **OR** relevant professional experience	E	A
Experience in curriculum development, preferably in a lead role	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Effective use of digital learning management systems	E	A/I
Interdisciplinary work relevant to the College	D	A/I
Research interest in teaching and learning development	D	A/I
Understanding of the specific training and educational needs pertaining to defence engagement	E	A/I
Skills and Knowledge:		
Demonstrable ability to lead, influence, motivate and develop others	E	A
Ability to think strategically, and to formulate initiatives for developing and improving outcomes for the College	E	I
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	I
Knowledge of the Higher Education sector and preferably how this relates to defence professionalisation	D	A/I
Ability to teach and assess across the range of taught levels.	D	A/I
Ability to lead the process of curriculum development	E	A/I
Ability to support students in their study through academic counselling	E	A/I
Ability to supervise student activities including in the conduct of individual research projects	D	A/I
Ability to work on own initiative	E	A/I
Excellent written and verbal communication skills	E	A/I
Good organisational and time management skills	E	I

Competencies and Personal Attributes:		
Ability to establish academic credibility and reputational enhancement in a broad range of environments	**E**	**I**
Ability to work collaboratively to achieve agreed outcomes	**E**	**I**
Flexibility and adaptability	**E**	**I**
Business Requirements		
Willingness to travel, whether between campuses or elsewhere, on the University's business	**E**	**I**
Availability to work, as exigencies require, outside normal office hours	**E**	**I**

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	KMJ	**HRBP**	SP