

**JOB DESCRIPTION**

<b>Job Title:</b>	Head of Digital and Built Environment (Further Education)
<b>Department:</b>	Digital and Built Environment (FE)
<b>Contract:</b>	Permanent, Full Time
<b>Salary Range:</b>	£67,557 per annum (fixed)
<b>Report To:</b>	FE Principal
<b>Job Purpose:</b>	<p>The post-holder will be responsible for working with the FE Principal and to implement the school's strategy in the department.</p> <p>They will work with the FE Principal to ensure that the curriculum is engaging and industry-focused; that teaching is of a very high quality; and that students have a positive and productive experience at UCB.</p> <p>The postholder will be responsible for all operational planning within the department, ensuring adequate staffing, efficient use of resources, and the provision of excellent enhancement and enrichment opportunities for students in Digital and the Built Environment. They will engage with staff, students, employers, and other stakeholders to support the achievement of the department's strategic plan and operational objectives.</p>

For office use only:

Approved by:		Date:	
--------------	--	-------	--

**Main Duties & Responsibilities:**

1. Take responsibility for the overall performance of the department; utilising staff and appropriate processes and procedures working in collaboration with other academic and professional services teams in the University.
2. Line manage relevant members of staff, working within established HR procedures to recruit staff, monitor performance, coordinate work plans and ensure staff undertake appropriate professional development.
3. Ensure that the quality and relevance of curriculum design, delivery, and support, for learning meets students' and employer needs, considering improvements in retention, attainment, and positive destinations in consideration of sector benchmarks.
4. Actively promote and manage quality improvement, enhancement, and development within the curriculum area, ensuring departmental KPIs are met through effective use of quality review meetings (MOT) including the SAR process.
5. Monitor and analyse internal and external data sets, taking prompt action to drive performance improvements as needed.
6. Collaborate with colleagues across UCB, and particularly with the Heads of Department across the schools, to maintain a consistent approach to matters of mutual interest, whilst tailoring practice to the departments needs where necessary.
7. Collaborate with colleagues to stimulate and support effective innovation in teaching, learning, assessment, and skills development, ensuring alignment with appropriate strategies for the Department of Construction Trades
8. Undertaking operational planning for the department, including resource allocation, timetabling and placement and work experience planning.
9. Manage internal and external verification/examination and other quality processes in accordance with the policies and regulations within the University College Birmingham and that of the awarding bodies, EQA policies and Ofsted readiness.
10. Develop a culture within the curriculum and commercial operations
11. Work collaboratively with a diverse range of students, establishing a strong working relationship with students and the UCB Student Guild, and involving students in the co-creation of resources and initiatives wherever possible.
12. Manage resources and budgets associated with the area to meet performance requirements.
13. Take an active involvement in teaching and supervision of students, maintaining a moderate teaching timetable in order to ensure a thorough understanding of current teaching practice.

	<ol style="list-style-type: none"><li>14. Identify and maximise business opportunities to secure appropriate partnerships to enhance the learner experience and community engagement, such as competitions and national culinary activities.</li><li>15. Ensure that equipment, facilities, and accommodation assigned to the curriculum area, are maintained, serviced and used effectively, efficiently and securely in accordance with college policies and procedures, and health and safety regulations.</li><li>16. Build trust, confidence, and supportive relationships with staff, students, and stakeholders, ensuring the reputation of the Department of Construction Trades is upheld to a high standard.</li><li>17. Play a full part in the college's management team, contributing to areas outside of your immediate remit, and supporting other senior colleagues where appropriate.</li><li>18. Undertake any other duties for which you have had the necessary training, as requested by the School Leadership Team.</li><li>19. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li><li>20. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</li><li>21. Any other duties commensurate with the nature and grade of the post.</li></ol>
--	---

**PERSON SPECIFICATION**

For office use only:

Approved by:		Date:	
--------------	--	-------	--

<b>Post:</b>	Head of Digital & Built Environment (Further Education)	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience in Further Education (FE), including the management of a Digital, Computing or Built Environment curriculum area, or a similar environment.	X
2	Experience working in the Digital, Computing or Built Environment Industry	
3	Proven experience as a practitioner in delivering high-quality teaching and learning within the construction sector	X
4	Experience in in managing budgets, curriculum delivery, or staff resources within a Digital or Built Environment area.	
5	Experience and familiarity with Ofsted requirements and expectations for FE curriculum.	
<b>Skills &amp; Abilities:</b>		
6	Strong leadership skills, with the ability to motivate and inspire others to deliver challenging goals	
7	Ability to represent the organisational brand internally and externally and acting as a role model of our UCB values; with the aptitude to gain credibility with internal and external partners.	
8	Strong critical thinking skills with an ability to understand the external landscape and strategies in order to produce operational plans	
9	Excellent written and oral communication skills, with the ability to write comprehensive and strategic reports, strong planning and administrative skills	
10	Data analysis skills, with the ability to manipulate data to monitor progress against KPIs, assessing risks and identifying improvements	
<b>Education &amp; Qualifications:</b>		
11	Degree level qualification relevant to Computing or the Built Environment or equivalent	X
12	Recognised teaching qualification.	
13	English qualification at Level 2 (GCSE C/4 or equivalent) or willingness to obtain	
14		
15		
<b>Training &amp; Professional Development:</b>		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18		
19		
20		
<b>Other:</b>		

21	Flexible approach to work and be able to travel to events and competitions around the UK in conjunction with the role.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Demonstrate a strong commitment to equality and diversity, with an understanding of the diverse cultural context at University College Birmingham	
24		
25		

For office use only:

Approved by:		Date:	
-----------------	--	-------	--

For office use only:

Approved by:		Date:	
--------------	--	-------	--