

JOB DESCRIPTION

Job Title: **Academic Head: Foundation Education**

Campus: Mauritius

Contract Terms: Full time
Local terms and conditions apply

Line Manager: **Deputy Director Academic**

Employer: Middlesex University Mauritius Branch Campus (Middlesex International Mauritius Ltd)

Overall Purpose

The Academic Head of School is accountable for the provision of strong academic leadership in line with the MDX2031 strategy as well as the Middlesex University Mauritius Business Plan. Through effective leadership, management and development of the School, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

Principal Duties

- Enhancement of academic excellence by observing, mentoring, and collaborating with faculty.
- Line management of staff with a focus on workload, performance management and resource allocation
- Capacity building in line with the triple intensity focus of the institution (teaching, research and academic service to community)
- Implement University and Campus policies and procedures
- Quality assurance of departmental submissions to regulatory bodies in Mauritius and Middlesex University as required
- Quality enhancement of programmes, teaching and learning, and assessment, student experience and student outcomes.
- Fostering a positive working environment and cohesiveness throughout the School in line with the Community Principles of Middlesex University.
- Contribution to the formation and implementation of strategy and plans at school, campus and University level. This includes the preparation and monitoring of School budgets, annual reviews of qualifications and business development.

General Functions

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend and/or chair meetings and committees as appropriate.
- To undertake any other duties as shall be reasonably requested.

Flexibility

Please note that, given the need for flexibility in order to meet changing requirements, the duties of this post and the role of the post holder may be changed after consultation.

Working Environment

The University and campus has a No Smoking policy.

The University is working towards Equality of Opportunity.

Criteria Headings	Essential
Education/ Training	<ul style="list-style-type: none">• At least a Master's qualification in Education• Evidence of undertaking research and scholarship / engagement in high level professional practice
Experience	<ul style="list-style-type: none">• Experience of having worked in a managerial position and having made a positive impact• Evidence of taking a leadership role in a higher education institution with positive outcomes• Demonstrated ability to build networks
Skills / Aptitudes/ Competencies	<ul style="list-style-type: none">• Developed and effective communication, presentation and interpersonal skills• Leadership skills with demonstrated positive impact• Ability to initiate work independently• Excellent presentational skills with the ability to communicate• Capable of organising and leading projects with the ability to prioritize and respond effectively to new situations and problems• Ability to lead and to work as part of a team on campus initiatives• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector• Networking skills

PERSON SPECIFICATION

Post Title: Academic Head: Foundation Education
Campus: Middlesex University Mauritius Campus

Knowledge and skills	Demonstrated by
Familiarity with the administrative and management systems of a University	Contribution to programme, department, school or university level committees or working groups
Strong interpersonal communications skills including negotiation and influencing	Track record of successful communication through involvement in teaching teams, research networks, departmental committees, etc.
Ability to manage difficult situations	Demonstrate performance in appropriate circumstances
Good decision-making skills	Demonstrated performance in appropriate circumstances
Ability to set and communicate clear vision and expectations for departmental and individual performance	Contributions to communication and engagement initiatives
Attributes	
Ability to create a collegial atmosphere and willingness to take account of diverse views, while accepting responsibility for decisions	Demonstrate record of appropriate leadership in research, teaching and / or other group situations
Commitment to excellence in academic endeavour	Demonstrate high performance standards in two or more of the following: research, teaching, leadership and enterprise
Commitment to challenging poor performance and inappropriate behaviour	Demonstrated performance in appropriate circumstances
Integrity: keeping promises, following through on commitments, demonstrating the values expected of others	Evidence of appropriate behaviour
Experience	
Credible track record of high-quality academic work	Professional status, or exceptionally Senior Lecturer with significant evidence of performance in leadership and management roles
Experience in managing budgets and academic programmes	Appropriate previous role(s)
Experience of effectively line-managing individual members of staff and teams	Indicators of effectiveness in previous role(s)