



JOB DESCRIPTION

Job Title:	Curriculum Manager: Health & Social Care
Location:	Aberdeen City Campus
Salary:	Promoted Lecturer Salary Scale
Line Manager:	Head of Sector
Responsible For:	Lecturer Instructor
Appraiser:	Head of Sector

Objective:

The post of Curriculum Manager has responsibility for ensuring that the quality of the delivery results in the highest standard of learner experience and attainment, through strong leadership, management and development of the curriculum area.

Main Tasks - Generic

1. To provide leadership in the area of responsibility and support effective team working and high levels of professional conduct and the effective use of resources.
2. Ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are implemented, monitored and regularly reviewed so that legal requirements are met.
3. To embed effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners.
5. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
6. To comply with the College's I.T. Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.
7. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.

Main Tasks – SpecificAcademic Leadership:

- Responsible for leading a large single curriculum area or several related, small curriculum areas.
- Academic Leadership ensuring effective & innovative delivery of the curriculum to meet student needs.

Strategic Planning and Direction:

- Responsible for strategic planning of curriculum areas, e.g. changing programmes, FE/HE balance.
- Contributing to progression pathways and employer partnerships.
- Responsible for contributing to the annual review of the curriculum area to ensure it meets the economic needs of the regions.
- Responsible for identifying and progressing commercial activities.

Operational and Resource Planning:

- Lead team operational plan development, develops targets for improvement, monitors the plan objectives and reports on progress. (i.e. Curriculum Area Development Plan)
- Advise and makes proposals on and sources required resources.
- Responsible for timetabling for the curriculum area.
- Manages curriculum resource and timetable requirements to meet student needs.

Staff:

- Leading and directly managing a reasonably large or diverse staff team with the ability to amend existing work practices resolving problems with assistance.
- Being involved in the recruitment of staff, supporting staff in their development, absence management, informal/first level grievance and disciplinary involvement, performance management. Organisation and operational line management of staff supporting the curriculum.

Budget:

- Monitors staff budget.
- Materials budget responsibility:
 - a) Monitoring spend or making procurement recommendations.
 - b) Key influence in replacement/purchasing decisions.

Quality Assurance:

- Responsible for the organisation of IV and EV, quality and self-evaluation processes within curriculum areas of responsibility. Contributes to quality improvement and enhancement initiatives.
- Responsible for the management of course team self-evaluation, standardisation meetings and associated action monitoring. Manages registration and resulting of students within curriculum area. Leads IV. Co-ordinates peer review. Co-ordinates curriculum compliance arrangements.
- Identifying and dissemination of good practice across the curriculum area.

Key Performance Indicators (including student recruitment):

- Responsible for monitoring and achievement of performance indicator targets within curriculum area. Initiates and leads actions for improvement.
- Agreeing/setting and monitoring targets for student recruitment, retention, attainment, progression, equalities, credit achievement, income generation, student satisfaction.
- Formal involvement with student/course complaints (including local resolution and investigation).

External Stakeholder Engagement:

- Creating and sustaining effective relationships with employers, relevant partner organisations and awarding bodies at operational level for the operation and development of the curriculum. Relating to a small proportion of College's external contacts but major impact on particular curriculum area.

Curriculum Planning and Development (including Commercial):

- Ensuring curriculum planning and development within areas of responsibility is in line with regional and national priorities. Advises on curriculum changes that reflect these priorities.

Teaching Delivery:

- Undertake up to 12 hours per week of teaching student facing delivery and associated preparation, proportionate to allow for other promoted role duties.

Cross College Role:

- Engaging in cross college initiatives and may have a specific cross college curriculum/team leadership/coordination role.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

June 2024

PERSON SPECIFICATION

JOB TITLE: Curriculum Manager

QUALIFICATIONS

1. A degree, or equivalent, preferably in an area of Health & Social Care (e.g. Nursing, Allied Health, Social Work).
2. Willing to achieve full registration with GTCs.
3. A full teaching qualification or commitment to achieve this.
4. Assessor and Verifier qualifications or commitment to achieve this.
5. Evidence of continuous professional development.

EXPERIENCE

Essential:

- Experience of successful teaching, training, workforce development within a relevant curriculum or industry area, leading to high-quality outcomes.
- Proven experience of developing and implementing new initiatives that improve learning, workforce development, or organisational performance, resulting in improved outcomes for learners, staff, service users, or stakeholders.
- Experience of planning, developing and evaluating curriculum, learning, training, workforce development within a relevant Health & Social Care, or related professional setting.
- Experience of planning and evaluating services including developing and contributing to self-evaluation reports and action plans
- Relevant and up to date experience of innovated use of IT in course delivery
- Proven track record of managing the quality outcomes and compliance within a curriculum area

Desirable:

- Experience of designing and delivering commercial courses
- Experience of successful, creative and innovative teaching within the curriculum areas
- Successful experience of leading teams/individuals to achieve objectives and improve performance
- Proven contribution in the effective use of resources and timetabling

KNOWLEDGE AND SKILLS

- An in depth and up to date knowledge of the qualifications offered in the curriculum area
- An in depth and up to date knowledge of the range of courses relevant to the curriculum area
- An in depth and up to date knowledge of performance indicator targets

- A proven ability to communicate and present effectively
- A proven ability to negotiate effectively
- A committed team player with a proven ability to work effectively with teams with a critical and sensitive understanding of the roles of teaching staff
- Effective and successful team leadership and management skills
- Effective and proven budget management skills
- Relevant and up to date digital literacy
- Proven ability to work flexibly to meet changing priorities and the demands of the post

PERSONAL QUALITIES

Demonstrates the following:

- Self-motivated
- Committed to people development
- Committed to customer service and quality improvement
- Ability to relate to people
- Able to develop positive working relationships

ADDITIONAL REQUIREMENTS

Essential:

- Ability to work flexibly across all campus sites