



Job title	Postgraduate Experience Director	Job family and level	Research and Teaching Extended Level 5 (Teaching and Learning)
School/ Department	Department of Architecture & Built Environment or Department of Civil Engineering (depending on experience)	Location	University Park Campus

Purpose of role

Working with the Faculty of Engineering Director of Admissions, you will lead recruitment on to our Post Graduate Taught MSc and MArch programmes in the Department of Architecture & Built Environment and the Department of Civil Engineering. You will lead on enhancing our Post Graduate student experience and engage internationally to recruit postgraduate students through our growing international network and beyond.

You will be responsible for enhancing the learning and cultural experience for our PGT students and developing cohort identity and cohesion across Civil Engineering and Architecture & Built Environment post graduate taught programmes. You will be part of a wider faculty Post Graduate Experience team representing the five Departments, sharing knowledge, and developing initiatives to enhance the student experience at Faculty level where appropriate.

You will also teach the PGT student cohort Department of Architecture and Built Environment and/or the Department of Civil Engineering depending on your background and experience. This will include the supervision of individual projects, where research experience in an industrial or academic setting would be an advantage. You will contribute to the administration within your Department and Faculty and assist in marketing activities to raise course profiles in market.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Lead recruitment to Post Graduate Taught courses within the Faculty of Engineering (primary focus in Architecture & Built Environment and Civil Engineering). Provide support to a 5 year programme of expansion in student numbers, requiring extensive international travel to the most promising post graduate markets.	40%
2	Manage relationships with partner universities, agents and funding partners alongside the Director for Admissions to enhance student recruitment.	10%
3	Develop and implement strategies to enhance the learning and cultural experience of our PGT students.	10%
4	To examine in the assessments for degrees of the University.	2%
5	Teach to a high standard (primarily to PGT students) including: <ul style="list-style-type: none"> Comply with the University of Nottingham teaching quality assurance standards and procedures; 	15%

	<ul style="list-style-type: none"> ▪ Ensure teaching quality assessment and other information is maintained and supplied to the University as required; ▪ Supervise practical work, including projects or field trips; ▪ Coach and support tutorial groups, developing student knowledge and learning skills; ▪ Be responsible for the pastoral care of students within a specified area, dealing as necessary with sensitive issues. 	
6	To undertake administrative duties in areas such as assessment, student attendance, and to represent the Department on committees and working groups in the wider University and outside of the University. Manage or monitor budgets allocated as part of the role.	15%
7	Any other duties appropriate to the grade and role.	8%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Self-starting and pro-active, with the ability to work alone or in a team to meet deadlines and to prioritise tasks. ▪ Ability to contribute positively to the collegiate activities of the Department – open days, outreach activities, etc. ▪ Ability to contribute to undertake formal training in teaching and learning skills, if required. 	<ul style="list-style-type: none"> ▪ Creativity and analytical thinking skills to carry out innovative and high-quality research. ▪ A caring and approachable person who is people-centered in their approach and will be able to support students in the modern University environment.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Teaching/training/research supervision in an academic/ industrial/business setting. ▪ Skills and knowledge from business/industry/academia to teach on degree programmes within the Department of Architecture & Built Environment and/or the Department of Civil Engineering. 	<ul style="list-style-type: none"> ▪ Marketing and sales experience within higher education. ▪ Experience of enhancing student experience within an engineering setting. ▪ Track record in engaging with international students/customers through teaching/outreach/ recruitment. ▪ Experience of teaching in a higher education environment. ▪ Experience in developing proposals for strategic initiatives. ▪ Experience in management and in engaging with multiple stakeholders.
Qualifications, certification and Training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree in relevant area of engineering or science. 	<ul style="list-style-type: none"> ▪ PhD in subject area relevant to the subjects taught within the Departments. ▪ Membership of a professional body, where appropriate. ▪ Higher education teaching qualification or equivalent.
Statutory, legal or special requirement	<ul style="list-style-type: none"> ▪ Ability to undertake extensive international travel 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with other

