



Advertisement on behalf of the University of Hertfordshire, School of Education

Executive Director of the Science Learning Centre

Part time (0.8), Permanent

Salary Range: AM2 £60,500 - £64,900 (pro-rata)

This is an exciting opportunity to join the senior leadership team in the School of Education. Our vision is to enhance the teaching of science across central and South East England through delivery of high quality professional education, delivered through a collaborative network of providers based mainly in schools. We are seeking to appoint a talented executive director who can offer high quality organisational and strategic leadership in order to achieve this vision.

As leader of the centre you will have considerable freedom to be innovative and creative in developing the centre's reputation using the resources available. This post is outward facing and you will engage in, and develop, national and local networks for science learning, ensuring that the centre and its collaborative network is recognised nationally as a key provider of high quality professional development to teachers of primary, secondary and FE science.

With a strong background in teacher education you will be a qualified teacher who has knowledge of professional learning and STEM education. You will be able to demonstrate excellent leadership and management practices and outstanding communication skills. You will have a track record of drawing on research and enquiry to inform practice.

The post is based at the Science Learning Centre, Bayfordbury, Hertford

For informal discussion telephone Sal Jarvis, Dean of School, on 01707 285675

Closing date: Sunday 9th November

Interviews will be held on: 17th November

University of Hertfordshire Job Description	
Post Title: Executive Director of the Science Learning Centre	Grade: AM 2
Responsible to: Dean of the School of Education	
Responsible for: Professional and academic staff in the Science Learning Centre	
<p>Main purpose of the post :</p> <p>The main focus of this post is high quality organisational and strategic leadership of the Science Learning Centre. The Executive Director has considerable freedom to be innovative and creative in developing the SLC's reputation using the resources available. This post is also outward facing and the post-holder will engage in, and develop, national and local networks for science learning. Leading the development of the SLC, ensuring that the SLC is recognised nationally as a key provider of high quality professional development to teachers of primary, secondary and FE science (and as appropriate, other STEM subjects) is a key part of the job. The post-holder is responsible for developing the sustainability of the SLC, managing the efficient operation of the SLC and leading staff in the provision and support of high quality courses and activities.</p>	
<p>Main duties and responsibilities:</p> <ol style="list-style-type: none"> 1. To lead and manage the Science Learning Centre (and within it, the Science Learning Consortia Central and South East), in particular: <ol style="list-style-type: none"> a. The effective teaching, assessment and evaluation of professional development activities in the SLC and at delivery partners b. The establishment, maintenance and development of key partnerships (with schools, HEI and others) c. The operational delivery of quality within the SLC d. Lead of the development and strategic overview of SLC business plans e. The promotion of commercial activity to ensure the ongoing sustainability of the SLC f. The constitution of Professional Advisory groups g. Developing opportunities for research and scholarship as appropriate h. Promotion of the work of the SLC (and SL consortia) through media and other channels 2. To be a member of the School of Education Senior Leadership Team contributing as required by the Dean, to the strategic management and policy development within the School. 3. To be responsible for the financial management of the SLC in consultation with the Dean. 4. To represent the University, School and SLC nationally, locally and internationally as necessary 5. To lead on the appointment, probation and promotion of members of SLC and on the 	

future staffing and staff development requirements, in consultation with the Dean

6. To have oversight of relevant staff in leadership roles within the SLC and overall responsibility for the discharge of people management of staff within the department

7. To monitor staff workloads in order to ensure the most effective use of staff resources.

8. Discharge of the duties of a line manager, managing staff fairly and objectively in accordance with the University's employment policies and procedures, including:

- a. Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University.
- b. Maintenance of records of staff development activities.
- c. Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources.
- d. Ensuring talented staff in the groups are recognised, rewarded and retained so ensuring that suitable succession plans are in place.
- e. The visible commitment, management and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy.
- f. Identifying achievable equality goals

9. To meet SLC targets for commercial income generation

10. To maintain professional currency and credibility through regular practitioner activity across teaching, research or enterprise at a minimum equivalent to 0.2fte.

Relationships/Contacts

Internal: Academic and Professional staff throughout the University.

External: Engagement with government agencies; funders and providers of Science CPD CPD, other HEIs, other Science Delivery Centres, Teaching and other schools as appropriate.

This post is exempt under the Rehabilitation of Offenders Act 1974.

This document outlines the duties required, for the time being, of the post holder, to indicate their level of responsibility. It is not intended to be a comprehensive or inclusive list and the Dean of School may vary duties, from time to time, within the general character of the post and level of responsibility of the post holder.

Supervision received: The post holder will be accountable to, and supervised by the Dean of School but is expected to operate with a high degree of autonomy and minimal supervision in carrying out the above duties and responsibilities. The Executive Director will liaise with other managers in undertaking the responsibilities and duties detailed above.

Supervision given: The Executive Director oversees the management of the staff within the SLC.

Budgetary responsibility: the post holder will ensure efficient processes, appropriate quality assurance and evaluation and monitoring processes to ensure value for money and working within agreed budgets and resource allocations.