Vacancy ref: 2960

LIVERPOOL JOHN MOORES UNIVERSITY
LIVERPOOL SCREEN SCHOOL

Job Description

Title: Programme Leader BA (Hons) in Media Production

Grade: 9

Salary: £52,559 to £59,135 per annum

Hours: Full time

Contract Length: Permanent

Reporting To: Subject Leader or Director of School if appropriate.

Role Summary: To act as academic leader for a group of programmes, with responsibility for the delivery and development of the programme(s).

Location: Redmonds Building - although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.

Role Summary: The appointed person will be expected to provide leadership for the Media Production team, and to make broad contributions to the academic work of the Liverpool Screen School.

Key Responsibilities

Programme Design and Delivery
- To be responsible for the overall academic content and integrity of the programme.
- To ensure, where appropriate, that the programme content is consistent with the requirements of the accrediting professional body.
- To ensure, in consultation with the Subject leader and/or Director that the programme remains viable from a resourcing perspective.
- To liaise with other Programme Leaders and time-tables to ensure the programme can be timetabled and delivered as specified.
- To monitor programme delivery to ensure this takes place as specified.
- To chair assigned meetings of the Programme(s) Management Team, Board(s) of Study, Assessment Board(s) and Staff/Student Consultation Group and other relevant fora.
- To represent the programme in appropriate School, Faculty and University fora.
Programme Promotion & Recruitment

- To determine, in consultation with The Subject Group Leader and/or Director/Head of School, the minimum entry requirement for the programme.
- To ensure, in liaison with the Faculty Recruitment Team, the quality, completeness and accuracy of all promotional materials relating to the programme.
- To organise, in conjunction with the Faculty Recruitment Teams/open days and other events to promote the programme.
- To ensure all institutional and external policies and codes of practice relating to the recruitment of students to the programme are observed.
- To organise programme induction and ensure the timely provision of all relevant documentation (including Programme and Module handbooks) to students.

Quality Monitoring & Enhancement

- To be responsible for the production of all relevant documentation required by the annual institutional quality enhancement process.
- To check and confirm all performance data relating to the programme (including employment statistics) returned annually to external bodies.
- To review annually with the Programme Team all performance indicators relating to the programme and investigate appropriate actions to enhance programme quality.
- To ensure, in consultation with the Subject Group Leader and / or Director, that the programme remains viable from a quality perspective.

Professional Accreditation (if appropriate)

- To liaise, together with other relevant staff, with the accrediting Professional Body to ensure all the requirements to achieve and maintain accredited status are fulfilled.

Operational Management

Formal line management responsibilities for academic staff including:

- Allocating duties to staff to ensure academic objectives are met, while ensuring an equitable distribution in the overall workloads (inc. teaching, research, administration) of individual staff.
- Identifying and advising the Director/Subject Group Leader on future staffing needs.
- An active role in the selection and recruitment of new academic staff.
- Operation of staff appraisal and staff development schemes.

Post Specific Duties:

- To lead a department to deliver practice based programmes in Media and New Media Production
- To liaise with the team of technicians in the school to ensure appropriate technical support and provision of practical facilities for students on all programmes in the department.
- To supervise undergraduate Dissertations, PGT and PGR as appropriate in the field of media production or new media practice.
- To deliver modules covering narrative, digital media cultures, research practice and work based learning
- Any other duties commensurate with the grade as deemed necessary by the Subject Group Leader or Director of The Liverpool Screen School.
- Commitment to LJMU’s values and regulations, including equal opportunities policy, the AUA (Association of University Administrators) Statement of Values and AUA CPD Framework.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy.
• The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.
• For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.
**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

### Essential Factors

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<th>Minimum Requirements</th>
<th>Evidence</th>
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<tr>
<td>An honours degree or postgraduate degree in a related discipline.</td>
<td>Application</td>
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<td>PhD in a relevant area</td>
<td>Application</td>
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<td>HE teaching qualification or commitment to enrol and complete the LJMU PGCertLTHE programme in the three year induction plan.</td>
<td>Application and interview</td>
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<tr>
<td>Ability to teach at undergraduate and postgraduate levels in relevant lectures, tutorials and seminars and to supervise postgraduate students in the field of media production or new media practice. Specifically to deliver modules covering narrative, digital media cultures, research practice and work based learning</td>
<td>Application, interview and presentation</td>
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<td>Proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications or other research outputs.</td>
<td>Application and interview</td>
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<td>Record of identifying areas of research collaboration and the ability to form collaborations.</td>
<td>Application and interview</td>
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<td>Understanding of how the outputs of scholarship and research or professional body engagement can inform curriculum development in order to enhance the learning experience of students. Evidence of demonstrable engagement with the student experience.</td>
<td>Application, interview and presentation</td>
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<td>Ability to initiate development in the curriculum and take responsibility for the effective and efficient delivery of teaching programmes/modules.</td>
<td>Application and interview</td>
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<td>Ability to undertake organisational and administrative tasks appropriate to working within Higher Education.</td>
<td>Application and interview</td>
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<td>Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students.</td>
<td>Application and interview</td>
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<td>Ability to work both individually and as a member of research/teaching team.</td>
<td>Application and interview</td>
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<td>Ability to use ICT as a research tool and to develop teaching materials.</td>
<td>Application and interview</td>
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<td>Excellent communication skills (oral and written), coupled with the ability to develop these skills in students.</td>
<td>Application, interview and presentation</td>
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<td>Excellent interpersonal skills and the ability to inspire and collaborate</td>
<td>Application and interview</td>
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<td>Commitment to LJMU's values and regulations, including equal opportunities policy.</td>
<td>Application and interview</td>
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## Desirable Factors

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<td>Experience of submitting applications for external funding through research grants and contracts, etc.</td>
<td>Application and interview</td>
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<td>Evidence of innovation in curriculum design and delivery, particularly through the use of technology enhanced learning</td>
<td>Application and interview</td>
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<td>Membership of a relevant professional or teaching body</td>
<td>Application</td>
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<td>Proven record of academic leadership</td>
<td>Application and interview</td>
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May 2020
Benefits of working with us:

**Annual leave:** allowance of 30 days (for grade 3-7 staff) and 35 days (for grades 8 and above) plus 8 public holidays.

**Childcare:** vouchers which are exempt from tax and national insurance (up to a value of £243 per month). However, the Government closed company child care vouchers schemes to new entrants on the 04 October 2018 but eligible employees are able to participate in the government tax-free childcare arrangements.

**Pension:** access to a generous defined benefit pension scheme.

**Travel:** various interest free travel loans for annual season tickets, cycle to work scheme and reduced-rate city centre car parking.

**Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible.

**Health and wellbeing:** we offer counselling and advice services, a voluntary dental plan option and free off-peak gym membership to help you keep fit.

**Professional development:** our Leadership and Development Foundation offers ILM recognised leadership and management support, mentoring, 1 to 1 coaching and a wide range of professional development courses. We take career progression seriously and encourage all staff to maintain their continuous professional development. There are opportunities to take part in accredited qualifications in Education and Training (CIEH), Leadership and Management Development (ILM), Developing Professional Practice (SEDA) and online ITQs accredited by the British Computer Society (BCS).

**Community:** there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in groups such as LJMU Together which recognises the contribution of our lesbian, gay, bisexual, and transgender staff and students, Disability Equality Group and Culturally Diverse Group. There is also an opportunity to give to charities through the Payroll Giving scheme.

**Benefits Plus:** in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services, free off-peak gym membership and free or discounted tickets to a range of events.