



## Job Description

<b>Job Title:</b>	Associate Pro-Vice-Chancellor Education and Student Experience
<b>Faculty/Directorate/Department:</b>	Faculty of Arts, Humanities and Social Sciences, Faculty of Business and Law or Faculty of Science
<b>Job type:</b>	Academic 1.0 FTE on a 3-year term (with the possibility of extension). The role holder will transition back to a substantive role in their relevant discipline at the end of the period.
<b>Grade:</b>	As per academic grade
<b>Accountable to:</b>	Pro-Vice-Chancellor Education and Student Experience
<b>Accountable for:</b>	

### Purpose of the Post

The Associate Pro-Vice-Chancellor Education and Student Experience is a senior leadership role within the University. The role holder will provide strategic leadership with a focus on translating institutional priorities into deliverable plans that improve the student experience and student outcomes. They will help to drive the successful delivery of the RH2030s Education and Student Experience Action Plan, playing a pivotal role in delivering a portfolio of strategic projects that enhance the University's curriculum, strengthen teaching practice, ensure the quality of our provision, and the agility and ongoing relevance of our educational approaches. They will be essential to sustaining the delivery of key education related performance indicators, with a particular focus on enhancing the student experience and improving student outcomes.

Reporting to the Pro-Vice-Chancellor Education and Student Experience, the successful candidate will work in partnership with the Faculty Deans, Associate Deans, Heads of Education and relevant lead/s for professional services to support the quality of our provision and the delivery of University strategy.

The Chief Student Officer, and their team, will work in partnership with the Associate PVC Education & Student Experience to ensure alignment of academic priorities and student-facing services, ensuring a coherent delivery of RH2030s strategy. In particular, they will work together in key areas of student engagement, data driven improvement, and the delivery of policies and initiatives that support student success.

The role holder will participate in key groups and committees, including Education Leadership Group and University Education Committee, and will serve as deputy to the Pro-Vice-Chancellor (Education & Student Experience) in their role as Chair.

The Associate Pro-Vice-Chancellor (ESE) is responsible for supporting a positive and inclusive environment for all colleagues and students.

## Key Tasks

### Strategy and Leadership:

- Work closely with the Pro-Vice-Chancellor, Education and Student Experience, the Faculty Associate Deans (ESE) and senior colleagues across the institution to deliver the RH2030s Strategic Action Plan for Education and Student Experience and the development of policies, and initiatives to enhance the University's education portfolio, teaching quality and student experience.
- Lead and collaborate on the design and delivery of major strategic change projects focused on enhancing further our own delivery but also potential new education partnerships.

### Curriculum, Assessment and Pedagogy

- Lead curriculum enhancement to ensure programmes are coherent, inclusive, research-infused, and aligned to graduate attributes and employability.
- Shape and oversee the University's ongoing approach to artificial intelligence in education, ensuring improved readiness, ethical use, assessment design review, training and innovation in teaching and learning to meet a clear staff and student need.

### Student Experience and Outcomes

- Drive key, high impact improvements to Royal Holloway's student experience, continuation, attainment, progression to graduate-level employment/study, and parity of outcomes across student groups.
- Lead NSS enhancement and student retention enhancement schemes, identifying key risk areas and work with specific departments to drive additional evidence-based interventions, and to embed continuous improvement.
- Coordinate significant institution wide activity in readiness for Teaching Excellence Framework (TEF) submissions and oversee the full, end-to-end writing processes.

### Institutional Culture

- Encourage a spirit of co-operative working, especially with central professional services units, and active engagement with University policies
- Embody our values as a University of Social Purpose through inclusive leadership and demonstrable actions to promote equity, fairness, and diversity
- Develop relationships and networks involving individuals and organisations in order to promote the University, Faculty and Departments, in support of the overall University values and ambitions
- Champion the student voice, working with the Students' Union to co-create enhancements in belonging, engagement, and academic support.
- Mentor academic leaders to deliver change through collaboration and clear accountability.

### Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work

collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

## Person Specification

**Job Title:** Associate Pro-Vice-Chancellor  
Education and Student Experience

Criteria	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
Educated to PhD level or equivalent higher education experience reflective of the senior level of this role	x	
Senior Fellow of the HEA, or higher		x
At Associate Professor level (or equivalent experience)	x	
In depth knowledge and understanding of higher education, quality assurance, policy frameworks and current issues affecting the sector	x	
A good understanding of RH2030s and education and student experience priorities		x
Demonstrable expertise in the Teaching Excellence Framework (TEF) and experience contributing to the preparation of TEF submissions.	x	
Understanding of effective curriculum design and experience supporting the development or enhancement of learning and teaching programmes	x	
Evidence of a strong commitment to values led leadership	x	
Awareness of emerging uses of artificial intelligence in education and the ability to apply these insights to enhance learning, teaching, or assessment practice.		x
<b>Skills and Abilities</b>		

A passionate commitment to driving major institution wide change to enhance provision and all aspects of the student experience	x	
Ability to guide and influence others, fostering productive and collaborative relationships with diverse stakeholders across local, regional, and national contexts.	x	
High emotional intelligence and strong communication and interpersonal skills, enabling clear and engaging communication of vision to a wide range of audiences through varied media.	x	
Proven ability to inspire trust, energise others, and lead with a clear vision towards the realisation of meaningful outcomes.	x	
Strong data literacy skills		x
Student-centred, evidence-informed, and outcomes-focused.		x
<b>Experience</b>		
Successful leadership and managerial experience within higher education, working with a range of stakeholders in a major institution wide role	x	
Successful academic track record with a demonstrable profile and academic achievements and contribution to teaching innovation and strategies to support student success		x
Proven experience in developing and delivering operational plans that translate strategy into action within a complex organisational environment.		x