

# Associate Pro Vice-Chancellor (Digital Campus)

## Job Specification

Date created: May 2025

### JOB DESCRIPTION

Employment status:	Permanent, full time. An interim appointment would be considered
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern
Location flexibility:	<p>The place of work for this role is <b>Split</b> between the Horizons office in Reading and your home; the exact split of days/hours is negotiable but will include <b>two to six</b> visits per month (you may work more in the office should you wish)</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>• When you work at Horizons you must attend on core office days only</li> <li>• Core office days are Tuesday, Wednesday, and Thursday</li> <li>• The building is closed to staff on Fridays</li> <li>• On a Split contract you cannot attend the office on a Monday</li> <li>• Working at home is only possible if your environment meets certain conditions – see the <b>Attachment</b> to this Job Specification document</li> </ul>
Department:	Education and Students
Line manager:	Dr Wendy Finlay, Pro Vice-Chancellor (Education and Students)

### Role summary

As the Associate Pro Vice-Chancellor (Digital Campus), you will provide leadership and strategic direction for UCEM's digital learning, technology-enhanced education, and technology-enabled student support. Reporting to the Pro Vice-Chancellor (Education and Students), you will play a pivotal role in advancing UCEM's Digital Campus strategy and pedagogical innovation to enhance the student experience.

You will be responsible for leading a Digital Campus Project, focused on delivering key enhancements and transformations in digital education. Given the nature of this project, the role will require deep collaboration with other members of the Senior Leadership Team (SLT), who are responsible for departments that form part of UCEM's digital campus.

As a member of the SLT and other key committees, you will contribute to UCEM's strategic direction and ensure its digital capabilities are at the forefront of higher education. This is a unique opportunity for a forward-thinking leader to work with our existing leaders and teams to shape the digital transformation of learning and student engagement.

# Job Specification

## Role accountabilities and responsibilities

### Strategic Leadership of the Digital Campus Project

- Lead the development and delivery of the Digital Campus Project, ensuring a strategic and coordinated approach to digital transformation across education and student experience.
- Enhance online learning, teaching, and assessment through the adoption of digital pedagogies and AI-driven innovations, in collaboration with the Digital Education team and UCEM's AI project lead.
- Oversee improvements to learning platforms, digital tools, and infrastructure to optimise student outcomes, student satisfaction, accessibility, and engagement.
- Develop and implement strategies for personalisation and data-driven decision-making to improve the student experience.
- Lead and manage the Digital Education and Learning Technology teams; bringing the departments together with a shared departmental vision and associated operational plan.
- Work in collaboration with the Associate Pro Vice-Chancellor (Academic), and wider academic leadership team, to align digital learning innovations with subject-specific pedagogy and programme development.
- Partner with the Director of Technology to ensure that all digital initiatives align with IT governance, infrastructure, and strategic direction.
- Engage with Student Experience and Engagement leadership to ensure digital transformation enhances student support, retention, and success and delivers student engagement, support and communication plans.
- Make recommendations to ensure long-term excellence for UCEM's Digital Campus; embedding an ethos of continuous improvement in support of UCEM's vision and strategy.

### Senior leadership responsibilities

- Act as a member of the SLT and represent the Digital Campus project at fortnightly Executive team meetings as required.
- Ensure sustainability and inclusivity are embedded across digital strategies.
- Build strategic partnerships with technology providers, industry leaders, and professional bodies.
- Promote and influence UCEM's strategic ambitions and objectives in support of UCEM's vision to be the Centre of Excellence for Built Environment Education.
- Act as the senior leader responsible for other roles needed for the good management and development of UCEM, as determined by the Executive team.

Line management responsibility:	YES Number of direct reports: 2
Budget responsibility:	YES
<u>In this role you will liaise with:</u> All UCEM departments; Professional, Statutory and Regulatory Bodies (PSRBs); Employers/Industry contacts; Higher Education and Further Education providers	

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
A good first degree, or equivalent work experience	X		X		
Professional accreditation in higher education, or equivalent experience in digital pedagogy	X		X		

# Job Specification

Evidence of Continued Professional Development in digital learning and senior leadership development	X		X		
A postgraduate degree in a relevant field (e.g. Education, Digital Learning, Educational Technology, or a related discipline)		X	X		
A project management qualification, or equivalent work experience		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Proven leadership experience in digital education, learning technology, or online programme development within higher education	X		X	X	
A track record of successfully delivering digital transformation projects in an educational setting	X		X	X	
Experience of working collaboratively with IT departments, academic teams, and professional services to implement digital learning and student engagement strategies	X		X	X	
Experience in managing and influencing multi-disciplinary teams and engaging key stakeholders at all levels	X		X	X	
Highly developed understanding of the current and emerging higher education landscape	X		X	X	
Highly developed understanding of current and emerging agendas and policy areas within the built environment		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Demonstrable ability to bring people together and work collaboratively and effectively with colleagues across the institution	X		X	X	
Knowledge of higher education regulatory frameworks, digital accessibility, and quality assurance in online learning	X		X	X	
High levels of personal drive, resilience and motivation to effect change, problem solve and navigate obstacles	X		X	X	
Communication and interpersonal skills to lead and inspire others	X		X	X	
Strong analytical and problem-solving skills, with the ability to make informed decisions	X		X	X	
Demonstrable experience of supporting and enabling Sustainability and Equality, Diversity and Inclusion work in an institutional context	X		X	X	

# Job Specification

Ability to engage with a range of stakeholders, including students, employers, colleagues, professional bodies and other sector groups on a wide variety of matters	X		X	X	
Ability to represent the university at a range of events and external engagements	X		X	X	
Established connections with relevant industries or professional bodies		X		X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to UCEM's core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	
Commitment to UCEM's strategic vision, and leading all activity in alignment with the institution's goals	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

## PAY & BENEFITS

- Competitive salary as a senior leader in Higher Education.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the Universities Superannuation Scheme. You may opt out.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, as well as the Thrive Mental Wellbeing app. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

# Job Specification

## APPLICATION PROCESS

**IMPORTANT!** All job applications must be sent to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application.

To apply for this role, please send the following to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability\* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application.

\*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our **Sustainability Strategy**: <https://www.ucem.ac.uk/sustainability/>

If you are an existing UCEM employee, we request you inform your current line manager of your intention to apply for this role.

**NO AGENCIES:** We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

### Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Dr Wendy Finlay by email to arrange an appointment [w.finlay@ucem.ac.uk](mailto:w.finlay@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2454 / 2433 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

### Closing date and next steps

Wednesday 21 May 2025 at 12 noon UK time.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

### Interview details

First stage interviews are anticipated to be scheduled between Monday 02 June 2025 and Friday 06 June 2025.

Second stage interviews are anticipated to be scheduled between Monday 16 June and Friday 20 June 2025.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

# Job Specification

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office, especially when this is your place of work.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with members of the Senior Leadership Team and Executive Team. Sometimes we may conduct a telephone interview at first or second stage.

## **Equality, diversity, and inclusion**

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

## **Pre-employment checks**

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

# Job Specification

## Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

### General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

### Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN.**
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.