

**NOTE** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

## **JOB DESCRIPTION**

**Title:** Senior Academic Coordinator, UoW-WIUT Partnership.

**Reports to:** Deputy Vice Chancellor for Global Engagement

**Department:** Vice Chancellor's Office

**Grade:** Level 1

## **ROLE PURPOSE**

Based at UoW but with a substantial proportion of time spent in Tashkent, the postholder will be responsible for the stewardship of the UoW-WIUT partnership, under the 4<sup>th</sup> Contract (2015-20) between the University of Westminster (UoW) and Westminster International University in Tashkent (WIUT). Reporting to the UoW DVC for Global Engagement, the postholder will work with the DVC, with the UoW appointed 1<sup>st</sup> Deputy Rector at WIUT and his Tashkent colleagues and with the Faculties (Colleges) and Professional Services at UoW to take forward the strategic and operational development of the UoW-WIUT partnership, and to ensure the successful delivery of the range of partnership activities identified in the UoW-WIUT Partnership Development Plan. In the first instance, the post will be of two years' duration.

## **PRINCIPAL ACCOUNTABILITIES**

The role of the Senior Academic Coordinator is an evolving one and will be subject to change.

1. To be responsible for the stewardship of, and ensure the development of, the UoW-WIUT partnership, taking cognisance of recommendations flowing from the 2015 UoW review of the partnership and the 2017 interim review, and to champion the partnership inside and outside UoW, assisting the further enhancement of the distinctiveness of the partnership as a unique TNE collaboration.
2. To ensure that the UoW-WIUT Partnership Development Plan is implemented purposefully, through appropriate activities, structures and planning processes at UoW, and to report on its progress to the UoW-WIUT Partnership Board and in other fora, as appropriate.
3. To develop and monitor the delivery of an annually reviewed and revised Operational Plan, established to ensure the implementation of the Partnership Development Plan, in

collaboration with the Faculties (Colleges) and Professional Services at UoW and WIUT. The WIUT Academic Development and Operations Group (WADOG) will monitor progress on this plan. The plan will support planning processes at UoW and WIUT, and would be reviewed and approved, annually, by the UoW-WIUT Partnership Board.

4. To be responsible for managing the UoW-WIUT partnership budget and for efficiently monitoring all aspects of budgetary matters, reporting as required to the DVC for Global Engagement. This will include management of costs related to staff exchange visits and will require regular meetings with Finance colleagues to review spend on the budget.
5. To help identify resource and related planning requirements occasioned by the UoW-WIUT Partnership Development Plan, in line with the Contract and other related service agreements of the UoW-WIUT partnership.
6. To assist the DVC for Global Engagement in the identification and minimisation of risks to the UoW-WIUT partnership and UoW as a whole. To support the reporting of such risks and the recording of risk minimisation activities.
7. To manage the implementation of student progression models, as agreed through the UoW-WIUT Partnership Board, and with the UoW Faculties (Colleges) and WIUT, including UG/UG models, UG/PG models, and models of short-term student interaction and exchange such as summer schools, research student workshops and cultural and sporting events.
8. To assist in the development of a collaborative PG/Executive portfolio and to help implement the activities of the portfolio, as part of the UoW-WIUT Partnership Development Plan.
9. To work with the UoW Liaison Tutors, with administrative colleagues at UoW and WIUT responsible for managing or supporting the UoW-WIUT partnership and with the WIUT Academic Development and Operations Group (WADOG), in order to ensure a joined up, coordinated approach to the operation and development of the partnership.
10. Working with UoW and WIUT colleagues, to support the delivery of UoW Quality Assurance and Enhancement processes, including those involving External Examiner liaison, in relation to the collaborative validated arrangements between UoW and WIUT.
11. To ensure the further development and implementation of staff exchange visits and professional development activities attached to the UoW-WIUT partnership and to assist in the management and implementation of the Research Development Distance Learning (RDDL) Scheme, working with colleagues to identify, develop and implement collaborative activities such as Master Classes, professional development workshops, research events and joint conference activity.
12. To assist in the development of WIUT as an exemplar of Higher Education reform and HE internationalisation in Uzbekistan, for example via conference and promotional events held in Uzbekistan.
13. To assist the UoW-WIUT partnership in identifying and exploiting opportunities for drawing upon external project funding, in order to develop the partnership and its activities.
14. To undertake other duties as required by the DVC for Global Engagement. Where relevant, and as appropriate, the postholder may be required to support similar international partnership development activity engaged in by UoW.

## CONTEXT

The University of Westminster co-founded Westminster International University in Tashkent (WIUT) in 2002 with the objective of providing a model of international university education in Uzbekistan for the reform and modernisation of higher education, in Business Administration, Economics/Finance, Commercial Law, and Business Information Systems. Through incremental validation, the academic portfolio is now as follows:

- Certificate in International Foundation Studies – UG
- BA (Hons) Business Administration
- BSc Business Information Systems
- BA (Hons) Commercial Law
- BSc (Hons) Economics
- BSc Economics with Finance
- MSc Applied Economics
- MA International Business Management
- LLM International Commercial Law
- University Certificate in Special Study in Teaching and Learning (UCSSTL) - PG

The LLM International Commercial Law is the only course that is franchised. All the others are fully validated courses.

The UCSSTL is a 20-credit module delivered as part time study, with evening classes, for teaching staff, who study the module as a one-year course. The UCSSTL supports pedagogical development for colleagues at other institutions as well as within WIUT.

WIUT is structured on the model of the University of Westminster and quality assured by Westminster's policies, processes and regulations; the University of Westminster has an exclusive validating role with WIUT.

WIUT has fulfilled its leadership mission as an autonomous institution within the Uzbek HE sector, and now represents a leading model of UK Transnational Education (TNE), alongside UK universities' branch campuses. The University of Westminster student population at WIUT has grown from 120 in 2002/03 to 3300 in 2017/18.

The UoW-WIUT partnership is supported by a number of management and governance structures. The Senior Academic Coordinator will be required to attend the UoW/WIUT Partnership Group and the WIUT Academic Development and Operations Group (WADOG). The Coordinator will be based at UoW but will be expected to spend a substantial amount of time in WIUT Tashkent, up to 1 month at a time up to 4 times a year.

## DIMENSIONS

The post entails no line management responsibility, and is not aligned to a particular Faculty at UoW, but involves substantial work with a wide range of stakeholders, academic and administrative, at UoW and at WIUT. Effective coordination across Faculties (Colleges) and Professional Services teams at UoW and across the two institutions engaged in the UoW-WIUT partnership is key to the successful delivery of the role, as is the ability to establish, deliver and ensure effective monitoring of partnership development and project plans.

## **PERSON SPECIFICATION**

### **Qualifications**

#### ***Essential***

- A Higher Degree

#### ***Desirable***

- Certified Professional Development activities

### **Training and Experience**

#### ***Essential***

- A professional background in and substantial experience in Higher Education
- Experience of HE leadership roles such as course or programme leader (UG and/or PG), or professional services or academic manager in an area related to internationalisation
- Experience of substantial project management activity
- Experience in HE internationalisation and international partnership development
- Familiarity with and experience of the implementation of quality assurance and related requirements allied to internationalisation and TNE provision in the UK HE sector
- Experience of working effectively with teams and groups

#### ***Desirable***

- Experience of TNE programme development and/or programme development in an international context
- Experience in the development of the International Student Experience
- Experience of developing student focused projects
- Experience of developing externally funded collaborative international projects

### **Aptitudes and abilities**

#### ***Essential***

- Excellent coordination and project management skills
- Excellent interpersonal and communication skills
- Excellent skills in the area of diversity and intercultural awareness; strong empathy to cultural difference and diversity