

# **WESTMINSTER INTERNATIONAL UNIVERSITY IN TASHKENT**

**JOB TITLE:** First Deputy Rector(Academic)

**REPORTS TO:** Rector, Westminster International University in Tashkent (WIUT)

## **JOB PURPOSE:**

The First Deputy Rector (Academic) is a senior member of the WIUT Executive, working with the Rector, and other members of the Executive, to lead and manage the University. He/She has strategic responsibility for the development and delivery of the academic portfolio of teaching and learning of the University and oversight of the academic management systems of the University in accordance with the quality and standards set by the University of Westminster (UoW) in London, UK.

The First Deputy Rector (Academic) is responsible for the leadership of the schools through the line management of the Deans; this includes providing strategic direction and leadership in areas including academic matters; and in particular student success.

The appointee is responsible for the line management of the Academic Registrar ensuring that they comply with the requirement of the UoW and follow best practice in higher education. He/She is also responsible for the line management of the Head of the Learning Resources Centre and through them the University's Teaching and Learning systems.

The appointee will provide support and management experience on the development of the capability of the University to ensure the University is delivering all its services to a standard that is globally recognised.

The First Deputy Rector(Academic) will represent the Rector and the University , as requested both nationally and internationally

## **CONTEXT:**

The University was established in 2002 as the first international university in Uzbekistan and now has over 5500 students and 400 staff. The post is the Senior Academic Administrator and the postholder will work closely with and report directly to the Rector of WIUT, who is appointed on behalf of the Uzbek government.

The post is part of the Executive Team of WIUT which is the senior management team of the University. The post will also chair an Executive Team Forum of Senior managers reporting to the post.

The postholder will work in close liaison with Senior staff members and teams at the UoW including the Deputy Vice-Chancellor (Global Engagement and Employability) the Senior Academic Coordinator- Director of Transnational Education, Academic Registry, QSO and other relevant departments.

English is the medium of instruction at WIUT for Teaching, Learning, Research, Academic Administration, Learning Resources, Student Services, etc.

## **Principal accountabilities**

### **Strategic Leadership**

- To support the Rector of WIUT in the overall management of the University, its strategic planning and operational effectiveness; and to assist in the development of the capability of the university to sustain and demonstrate the quality of its overall operations;

- To work with the Rector to maintain and continuously develop the relationship between WIUT and the University of Westminster;
- To provide leadership in the development and implementation of academic programmes which will ensure that the University maintains its position and the forefront of international education;
- Support initiatives that promote diversity, equity, and inclusion and the sustainable development goals in all aspects of academic life;
- To foster academic excellence through intellectual growth, student centred learning, and scholarly and creative activities by providing academic strategic planning, administrative leadership, direction, and evaluation for all academic activities and faculty affairs at the University. Providing leadership in internationalizing the campus and advancing multidisciplinary scholarship, and providing leadership and guidance on diversity initiatives for faculty, staff and students;

## **Curriculum Development**

- To develop an Academic Plan that ensure the continuing vibrancy and development of the university, including through technology informed and action based learning.
- To provide the overall direction for the development of the academic portfolio and to ensure that that courses are developed to meet the validation requirements of the University of Westminster.
- Oversee the development, review and assessment of academic programmes ensuring that the curriculum reflects upto date industry needs
- Establish mechanisms for collating and analyzing student feedback; using data to drive continuous improvement in all aspects of the student experience
- To ensure there is a Learning Resources Strategy that delivers the capacity and capability to ensure the standards of learning required for a UK award. And to support the development of independent learning.
- To establish the conditions in which an active research and consultancy ethos can develop within the University.

## **Student Welfare**

- Ensure the University has the necessary policies and procedures to support student welfare
- Collaborate with relevant departments to ensure that comprehensive support services are available to support the diverse needs of the student body

## **Employability**

- Develop initiatives to align undergraduate and postgraduate programmes with industry needs, and ensure the University has appropriate strategies to enhance students' preparedness for the world of work
- Develop partnerships with employers, universities and the local community to provide opportunities for internships; mentorship, and experiential learning

## **Staff Management**

- To take overall academic management responsibility, acting as line manager for the Deans of the Faculty at WIUT, and ensuring that the faculties are managed effectively and in accordance with best British practice;
- To take overall management responsibility for the Learning Resources including the management of staff, including the Head of Learning Resources;
- To take overall responsibility for the Academic Administration systems, including the Academic Registry and the staff. Including line management responsibility for the Academic Registrar;
- To ensure the development and operation of the academic administrative systems are to international standards, which they confirm to the requirements of the UoW;
- To ensure prompt and comprehensive information flows between WIUT and the University of Westminster in London, as required;
- To work with the Deputy Rectors and other managers in WIUT to ensure the overall management of the university is to international standards and in addition that there are the right conditions to ensure the quality of student experience and student retention;
- To undertake such tasks as may from time to time be required by the Rector of WIUT;

## **Person Specification**

The appointee will:

- Have at least 15 years of management experience in British Higher Education, including a track record of managing academic and administrative staff over this period;
- Be well versed in British Higher Education quality assurance procedures and culture with a commitment to the maintenance of quality in teaching and research;
- Be a well qualified academic, with a higher degree, preferably a doctorate, and an academic track record in teaching and research, all within an English Medium Instruction Environment;
- Have a track record of leading and developing an Academic area of a British Higher Education institution with experience in developing, planning, implementing and evaluating academic quality and standards of programmes;
- Experience in strategic planning, assessment of programme effectiveness, and development of policies to enhance academic units within the University;
- Have a good overview of all aspects of University administration and procedures within an international setting, with a good understanding and appreciation of the transnational education model within emerging markets;
- A history of progressively responsible, successful experience as an academic administrator at the Dean/Deputy/Associate Dean level or above involving graduate and/or undergraduate programmes including responsibility for budget, personnel recruitment, and evaluation;
- Have experience of and evidence of cultural sensitivity and the adaptability necessary to live and work in a Central Asian environment.
- An understanding of contemporary issues in higher education;
- Have strength of mind and absolute integrity;
- A demonstrated commitment to the promotion of diversity and values of the university;
- Previous International educational experience would be an advantage.

## **APTITUDES, ABILITIES, SKILLS AND PERSONAL QUALITIES**

- Analytical and synthesis skills
- Ability to organize a range of activities associated with a senior decision making body
- Ability to communicate with a range of internal and high-level external stakeholders
- Excellent ICT skills
- Open and critical, supportive yet assertive attitude to colleagues
- Ability to deal with Confidential matters

*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.*

## **TERMS AND CONDITIONS**

**Salary:** Competitive Salary plus allowances

The postholder will be appointed for a fixed term period of two years with the possibility to extend the contract duration subject to satisfactory performance