

## **Collaborative Link Lead**

*In cases where the entire programme is delivered collaboratively, the Collaborative Link Lead will often be combined with that of the Programme Leader, and the descriptor and workload allowance should be amended accordingly. The submission of the Collaborative Link Lead descriptor, agreed with the Head of School, is required to be submitted as part of collaborative programme approval and review processes.*

### **Role Summary**

Working with the Programme Leader and the Director of Student Education you will be responsible for leading on the delivery and development of the collaborative programme and for the high quality academic experience of the students on that programme.

You will be responsible for ensuring effective liaison between the collaborative partner and the University, and will be a member of the School Taught Student Education Committee or relevant sub-committee. You will contribute to the development of the collaborative programme and the enhancement of the student academic experience.

### **Main responsibilities**

#### **Partner liaison and programme development**

- Act as the named academic contact for oversight of the arrangements, liaising with key contacts in the University and with contacts in the partner institution.
- Lead in coordinating and hosting visits to the University of Leeds by staff from the partner institution.
- Lead in the review and enhancement of the collaborative arrangement, to ensure that the curriculum is developed and evolved in the light of quality assurance processes, and corresponds with developments and enhancements within the University.

#### **Quality Assurance and student experience**

- Monitor the recruitment, admission, progress and degree outcomes of students, and provide leadership to ensure that any issues arising from such monitoring are addressed.
- Lead in the production of an annual academic review report in accordance with the terms of the legal agreement (and to include details of curriculum changes, marketing and recruitment, student admissions/ progression/ classification, student evaluation and satisfaction).
- Working collaboratively with colleagues in Marketing and the Student Education Service, ensure the currency and accuracy of all published information, including publicity materials for prospective students.
- Ensure that any curriculum changes, or changes to the management of the arrangement, are approved by the relevant committee/s and reflected in any necessary changes to the legal agreement.
- Report to the School Taught Student Education Committee, or relevant sub-committee, at least annually and at other times as required.
- Provide leadership to ensure that student support arrangements, including induction and personal tutoring, are effective for meeting the needs of students studying under the arrangement.

## **Development**

On appointment, your development needs to support you in undertaking the role effectively will be considered with the appointing manager and an appropriate plan will be drawn up.

You will seek regular feedback on your performance to enable your continuous professional development and personal effectiveness in the role and will support the development of others.

**The Collaborative Programme Lead role is recognised in the workload model with an allowance of (xxxx).**

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