

# Edge Hotel School – Vice Principal Job Description

**Job Description** – Vice Principal (Principal Lecturer equivalent)

**Reports to:** Principal

**Other significant relationships:** Edge Hotel School Operations Manager; Edge Hotel School Academic Operations Manager; Wivenhoe House General Manager; University of Essex Academic Partnerships; External industry representatives and organisations

## Primary Objective of Role

Work as part of a small specialist team to create, continuously develop and operate the staffing, content and processes required to successfully run the Edge Hotel School.

## Duties and Essential Job Functions

- 1) Lead the academic team to deliver an outstanding educational experience in conjunction with the professional staff at Wivenhoe House Hotel in line with the University of Essex validated document and the vision and objectives for the Edge Hotel School
- 2) Work with the hotel general manager and other key stakeholders to facilitate and encourage their commitment to supporting the student experience within the Hotel and, through members of the team, to retain oversight of the scheduling and operation of the student experience.
- 3) Recruit, develop, manage and appraise full time, part time and visiting staff to support the delivery of a contemporary and vibrant academic experience.
- 4) To manage the academic quality of the programmes to the high standards expected by the Hotel School as well as the University of Essex.
- 5) Develop a range of high quality and sustainable relationships with the hospitality industry to create long term innovative learning opportunities for the undergraduate students.
- 6) Partake in consultancy, knowledge transfer or research based activities as are required or sanctioned by the Edge Hotel School.
- 7) Assist in the development of other initiatives that support the Edge Hotel concept as it expands beyond the current programmes
- 8) To be an ambassador for the Hotel School and the hotel in the UK and, potentially, overseas.
- 9) To undertake such other duties as may be required by or on behalf of the Edge Hotel School provided that they are consistent with the nature of the post.

## **PERSON SPECIFICATION**

### **Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
Masters Degree (or equivalent or higher qualification)	<b>X</b>	
Post Graduate Certificate of Education (or HEA membership)		<b>X</b>

### **Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
Experience of validating/ managing/ leading courses / programmes at undergraduate level in UK Higher Education	<b>X</b>	
Knowledge and understanding of the UK higher education quality assurance environment		<b>X</b>
Insight into the current and future issues and developments within both the Hospitality and Higher Education markets.	<b>X</b>	
Experience of working with professional or industrial bodies or other external agencies	<b>X</b>	
Experience of delivering high quality, engaging, student centred higher education modules. (including assessment and feedback)	<b>X</b>	
Numerate ability and capacity to evaluate numerical or statistical data		<b>X</b>

### **Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
The ability to evaluate higher education programmes and propose and implement continuous improvement.	<b>X</b>	
Ability to communicate complex information, both written and oral, so as to inform or influence a diverse range of stakeholder groups.	<b>X</b>	
An ability to facilitate excellent undergraduate student learning in a variety of ways (face to face; online etc)	<b>X</b>	
A high level of IT literacy, proficient in Microsoft Office (including word, excel and PowerPoint) and familiarity with conventional teaching support mechanisms (VLE's; plagiarism detection software etc)	<b>X</b>	
Ability to proactively lead a team, with a minimum of supervision	<b>X</b>	
Excellent liaison and team working skills, with the ability to establish good working relations with staff at every level of an organisation, across a variety of different institutional cultures	<b>X</b>	
Sound numerate ability		<b>X</b>

**Other**

	Essential	Desirable
A demonstrable passion for developing undergraduate students in the Hospitality industry (or similar industry)	<b>X</b>	
A flexible, positive and creative approach to work and team management	<b>X</b>	