



St Mary's
University
Twickenham
London

Human Resources

JOB DESCRIPTION

Job Title:	Programme Director / Senior Lecturer in Mental Health
Responsible to:	Head of Department – Psychology and Pedagogic Science
Faculty:	Faculty of Sport, Health & Applied Science
Programmes Responsible for:	MSc Psychology of Mental Health / BSc Health Psychology
Term of Office:	This is a permanent full-time position. The first 2 years (to end July 2021) will include a Programme Director role. After which the post will transfer to Senior Lecturer. The post holder will have the opportunity to reapply for programme leadership.
Hours:	Full-time
Pay band:	K Programme Director / J Senior Lecturer
Salary:	Programme Director £48,114 per annum / Senior Lecturer £42,792 per annum

Overall Role

To lead and manage the MSc Psychology of Mental Health. The post holder will work to ensure effective student recruitment and retention, high quality student experience and successful student outcomes in the programme.

Main Duties & Responsibilities

Leadership Responsibilities:

- Lead, manage, recruit, support and develop academic staff within the specified Programme as outlined above ensuring that all University procedures relating to staff are followed appropriately.
- Support the Faculty management team to ensure a fair and even distribution of workload allocation in line with workload planning guidance.
- Promote a culture of transparent and collaborative working based on effective and professional communication.
- Work towards achieving the annually agreed Programme targets aligned to the Department's AOP including targets relating to student numbers, student experience, retention, achievement and graduate employment.
- Work in partnership with other departments within the University in particularly Registry, Marketing, International, Research, Teaching and Learning, Enterprise and Student Services.
- Ensure that a student-centred approach is embedded fully within the programmes.

- Work with the Faculty lead on Teaching and Learning Quality and Enhancement, Research, Enterprise and International to ensure that the relevant aspects of these strategies are implemented within the programme(s).
- Proactively develop the subject and course portfolio within the programme(s) seeking opportunities for new and modified programmes in response to changes in demand (students and employers) and to current scholarship, ensuring that the quality and standards of programmes are maintained and enhanced.
- Chair academic misconduct panels and participate in working groups as required.
- Engagement with the higher education sector/ professions to ensure currency of programme and an underpinning scholarly approach.
- Lead programme development in relation to enhancement of student learning opportunities and good practice in teaching and learning.
- Fulfil any other reasonable duties required by the Head of Department.

Programme management responsibilities:

- Manage effective planning, delivery and evaluation of the programme including monitoring of student progress through the University's Personal Tutoring policy.
- Take responsibility for the effective management of programme budgets.
- Work closely with the Marketing and Recruitment teams to ensure the programme(s) are effectively promoted and marketed to potential students.
- Ensure efficient student conversion and retention activities, liaising with Recruitment and Admissions team to achieve the best outcomes.
- Ensure compliance with legal requirements, and with University policies and procedures particularly those relating to academic provision and the accuracy of information provided to students (online and print).
- Ensure the programme handbook, module guides and any other relevant materials are produced annually according to university requirements and made available through the relevant online platform.
- Ensure appropriate induction sessions are provided for each year of the programme.
- Work collaboratively with Registry in the course and module registration of students, managing the follow up procedure for non-attending students and other activities that are core to student administration
- Manage activity related to the processing of student results, examination boards and external examiners according to university policies and procedures
- Ensure that all policies relating to university quality assurance procedures are followed by the programme(s).
- Manage the programme board in accordance with university policies, including discussion of student feedback, liaison with programme representatives and consideration of external examiner reports
- Provide a regular report on quality assurance and enhancement matters according to the requirements of the University.

The level of teaching may vary depending on the needs of the Department and will be determined by the Head of Department with input from the Dean. It is expected that the teaching load for a Programme Director role will not exceed 440 hrs per academic year.

There may be some flexibility regarding the role and to discuss this or other aspects of the position, interested parties are encouraged to contact the Head of Department, Dr Abbe Brady (abbe.brady@stmarys.ac.uk / 020 8240 4218) or Dr Christine Campbell, Interim Programme Director MSc Psychology of Mental Health (christine.campbell@stmarys.ac.uk / 020 8240 4140).

PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Assessed by		
		Application	Interview	Skills Test
Knowledge and Qualifications				
A relevant first degree in Psychology or related discipline	E	X		
Relevant postgraduate qualification	E	X		
Ability and knowledge to teach on psychology of mental health modules, research methods modules and supervise MSc research projects.	E	X	X	X
Relevant experience in higher education of student-centred teaching and research activities	E		X	X
Experience working face to face with clients and/or service users in mental health settings (either private or public).	E	X	X	X
Knowledge of quality issues and current trends in mental health provision.	E		X	X
Willingness and ability to undertake research and/or knowledge transfer activity.	E	X	X	
A recognised teaching qualification or professional recognition (FHEA) or willingness to attain this within 18 months of appointment.	D	X		
An understanding of the emerging trends in the HE sector in its political, national and international context, and the implications of these for the programme.	E		X	
Skills and Abilities				
Leadership: ability to establish principles and set direction and motivate colleagues.	D	X	X	
Planning and organisation: ability to manage conflicting demands, identify priorities and meet deadlines in a complex and changing environment.	E		X	
Interpersonal skills: ability to relate to others with tact and diplomacy.	E		X	X
Analytical and creative thinking: ability to conceptualise and analyse problems and to synthesise complex sets of information and ideas.	E		X	
Collaboration: ability to work with senior colleagues within agreed framework.	E		X	
Communication: ability to communicate clearly and effectively both orally and in writing.	E	X	X	X
Experience of successful innovation in academic provision, designing successful modules and/or programmes of study.	D		X	
Negotiating and influencing: ability to deal positively and creatively in situations that require negotiation, influence, persuasion and conflict management.	E		X	
Personal Attributes				
Good written and oral communication skills	E	X	X	X
Ability to work with diverse populations	E		X	X
A commitment to ongoing professional development and keeping up-to-date with developments in your area is necessary.	E	X	X	

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.