Dean & Director Academic Affairs, SAE Europe
£55,000 - £65,000 (based on qualifications and experience)
Full-Time, Permanent
Oxford

SAE is part of the Navitas Group, which is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, language training, workforce education and student recruitment.

The Dean and Director Academic Affairs, for SAE Institute, Europe (SAE-EU) has overall academic responsibility within the region, including the provision of effective academic leadership, the achievement of key academic strategic priorities, the maintenance and enhancement of high quality academic standards and academic quality assurance systems, and the provision of sound and reliable advice on academic matters to the CEO for SAE-EU, or other SAE senior staff as needed.

Selection Criteria
- A Doctoral level qualification in an appropriate area of study.
- Significant senior academic leadership and management experience in higher education and vocational education.
- Evidence of achieving targeted objectives in challenging educational environments.
- Understanding of scholarship in a non-university higher education provider.
- Demonstrated ability to lead and manage change to achieve strategic objectives.
- Demonstrated experience in curriculum development and review.
- Knowledge and experience of internal and external post-secondary quality assurance systems and processes.
- Knowledge of the European Higher Education Area and European post-secondary education regulatory practices.
- Knowledge of creative media industries and professional bodies relevant to SAE fields of study.
- Outstanding written and interpersonal communication skills.
- Evidence of experience in leading and managing university-level partnerships.
- Proven ability to work in and foster a collegial working environment, and the management of academic teams.
- A comprehensive CV evidencing academic, scholarly or creative achievements and outcomes appropriate to this senior academic leadership role.
- Experience in working with diverse organisational structures and locations.
- Understanding of Anti-Discrimination, Sexual Harassment, Access and Equity, EEO principles and practices, Occupational Health and Safety, and other relevant legislation, including academic industrial relations issues.

Full details can be found in the attached position description.

What we offer
An attractive remuneration package will be negotiated with the successful candidate. SAE offers outstanding long-term career opportunities within the UK and abroad, and is values driven and an equal opportunity employer.

Enquiries and applications, including an application form, a cover letter and resume, should be sent to Zbys Klich, Director of Academic Affairs SAE Group at SAE-HR@navitas.com. Applications close on Friday 1st August 2014.

We regret that due to the volume of the applications, only successful applicants will be contacted.
Position Description

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1. **Organisation Background:**
Navitas Limited, of which SAE is a division, was founded in 1994 and is a leading global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment. Navitas operates across three Divisions, University Programs, Professional and English Programs and SAE. SAE which was acquired by Navitas Limited in 2011 is the world’s leading educator in creative media industries. Established in 1976, it now spans the globe with 53 campuses in 27 countries. SAE provides education services to over 10,000 students and employs approximately 1500 staff.

**SAE Culture**
Students come from diverse social, cultural, educational and artistic backgrounds, with different personalities and experiences. It is our goal to embrace those differences and to allow each and every student to develop their own individual style and apply it to the industry skills taught at SAE. Our ultimate goal is to prepare the students for a realistic work environment making the course, facilities, lecturers as well as the atmosphere as close to the real world working environment as possible.

2. **Overview of the Position**
The Dean and Director Academic Affairs, for SAE Institute, Europe (SAE-EU) has overall academic responsibility within the region, including the provision of effective academic leadership, the achievement of key academic strategic priorities, the maintenance and enhancement of high quality academic standards and academic quality assurance systems, and the provision of sound and reliable advice on academic matters to the CEO for SAE-EU, or other SAE senior staff as needed.

3. **Key Relationships:**
   - CEO SAE Europe
   - Executive team for SAE Europe
   - SAE Europe Academic management team
   - Senior academic leadership in SAE - Southern and Americas
4. **Key accountabilities of the role:**

i. To pursue and promote the vision, mission and strategic priorities of SAE Institute Europe and drive the effective implementation of academic elements of the strategic plan.

ii. To provide effective academic leadership aligned with SAE strategic objectives.

iii. To advise the CEO for SAE-EU and the Executive team for the region on academic matters as required.

iv. To promote high quality academic standards for SAE higher education and vocational education programmes and courses.

v. To ensure the development, implementation and maintenance of effective systems of academic quality assurance.

vi. To drive processes of accreditation and/or validation by academic regulatory bodies within the region.

vii. To drive the continuous improvement of learning and teaching within the region and ensure the implementation of best practice to ensure the quality of student experience.

viii. To promote, nurture and grow a culture of academic scholarship for SAE within the region and encourage and support creative and scholarly outcomes for SAE staff.

ix. To provide specific leadership for, and to ensure development and growth of postgraduate programmes for SAE in the region.

x. To ensure that SAE Institute Europe meets relevant academic regulatory requirements and maintains compliance with external qualifications and regulatory frameworks as appropriate.

xi. To lead and ensure regular systems of curriculum planning and review, including the development and growth of high quality and viable online and blended learning pathways.

xii. To ensure effective SAE response to external quality assurance reviews of SAE Institute operations.

xiii. To be the primary point of academic contact and SAE representation for all external academic bodies and education agencies within the region.

xiv. To lead the development and management of relationships on academic matters with relevant government agencies and other academic institutions and organisations as appropriate.

xv. To provide effective leadership and direction to the Academic Management team of SAE-EU.

xvi. To chair internal academic forums and bodies as may be required by the CEO for SAE-EU.

xvii. To advise on appropriate standards and procedures for academic appointments, and to participate in or chair senior academic selection processes.

xviii. To oversight ongoing professional development for all academic staff.

xix. To ensure the systematic collection of key data related to strategic academic priorities, including academic standards, student experience, the accuracy of all academic information provided to students, and academic staff performance outcomes, including responsibility for the provision of any required regular reports and reporting mechanisms, and the implementation of report outcomes.

xx. To encourage, support and assist effective liaison, communication, sharing of resources and consistency of academic standards across SAE Institute globally.
xxi. To advise on the effective implementation within the region of any academic decisions from SAE and Navitas governing and management boards.

xxii. To undertake other duties as directed by the CEO of SAE-EU from time to time.

5. **Selection Criteria**

   i. A Doctoral level qualification in an appropriate area of study.
   
   ii. Significant senior academic leadership and management experience in higher education and vocational education.
   
   iii. Evidence of achieving targeted objectives in challenging educational environments.
   
   iv. Understanding of scholarship in a non-university higher education provider.
   
   v. Demonstrated ability to lead and manage change to achieve strategic objectives.
   
   vi. Demonstrated experience in curriculum development and review.
   
   vii. Knowledge and experience of internal and external post-secondary quality assurance systems and processes.
   
   
   ix. Knowledge of creative media industries and professional bodies relevant to SAE fields of study.
   
   x. Outstanding written and interpersonal communication skills.
   
   xi. Evidence of experience in leading and managing university-level partnerships.
   
   xii. Proven ability to work in and foster a collegial working environment, and the management of academic teams.
   
   xiii. A comprehensive CV evidencing academic, scholarly or creative achievements and outcomes appropriate to this senior academic leadership role.
   
   xiv. Experience in working with diverse organisational structures and locations.
   
   xv. Understanding of Anti-Discrimination, Sexual Harassment, Access and Equity, EEO principles and practices, Occupational Health and Safety, and other relevant legislation, including academic industrial relations issues.

6. **Key result areas:**

   i. The continuing registration of SAE Institute as a bone-fide higher education organisation in the region, the satisfactory accreditation of its courses, and compliance with any external requirements for SAE Institute as a higher education provider in the region.
   
   ii. The harmonisation, and where appropriate, the standardisation of courses across geographical locations to ensure comparable quality and consistency of educational experience and academic standards and outcomes irrespective of place or method of study.
   
   iii. Positive external and internal quality assurance reviews, audits and reports in relation to all SAE locations in the region.
   
   iv. The growth and expansion of SAE Institute’s portfolio of targeted courses in allied and complimentary creative media disciplines, in alignment with strategic priorities including postgraduate and online course provision.
v. The enhancement of SAE Institute’s academic reputation as a provider of premium high quality educational courses.

vi. Achievement of key academic targets in the SAE strategic plan for the region.

vii. The maintenance of harmonious working relationships across all areas of responsibility, both internally across SAE and with relevant external organisations, bodies and agencies, including key strategic partners.

viii. The provision of required data and reports, including effective and timely implementation of any report outcomes.

ix. The quality of advice provided to SAE senior management in the region.
# Job Application Form

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