

Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title: SII Programme Director (*programme title*)

Background Information/Relationships

SII Programme Director positions are academic posts and applicants will be appointed to an academic rank, according to qualifications and experiences, *inter alia*. Teaching is required of all academic posts and, if appointed under Senior Lecturer ranks, then research is required too.

Additional documentation will be provided with further explanation of roles, tasks and responsibilities.

Appointees must have academic expertise in line with a listed programme, as well as the relevant knowledge, skills, abilities and other characteristics to perform as a Director:

- SII Programme Director (*International Tourism Management*)
- SII Programme Director (*International Business Management*)
- SII Programme Director (*Accounting & Finance*)

The above positions report to the Dean (Operations) at SII in China (line manager). The SII Programme Directors will work closely with the SII Module Conveners in the delivery of the curricula and including undertaking basic line management tasks of the teaching team, and with relevant UK-based colleagues.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
Senior Teaching Fellow / Senior Lecturer Relevant doctoral qualification from a recognised university undertaken in the English language medium. PLUS Senior Lecturer (only) If applying for a Director post in the Senior Lecture academic ranks, a track record of attracting funding for research and publication/s in 3- or 4-star journals in relevant field	D (for STF) E (for SL)
Experience in a leadership or deputy role managing or overseeing under- and/or postgraduate programme/s or an FHEQ level in range of subjects / programmes and application of the related quality assurance policies and standards or similar	E
Successful line management or other leadership role of academic staff in a university setting or similar, including running of regular meetings, allocating work/teaching, meeting of performance targets / deadlines, engendering professionalism, complying with policies and maintaining quality assurance provisions.	D
Knowledge of UK quality assurance processes and standards pertaining to programmes, operations of Boards of Studies and Examiners and QA audits	E
Demonstrable experience in being responsive to student needs, proactive in promotion of programmes and entrepreneurial in quality enhancement of programmes	E

Ability to work with minimum supervision, maintain effective communications with counterparts overseas and use initiative to resolve problems or find information.	E
Experience in teaching Chinese students, preferably for a British university operating in a Sino-foreign operation or similar.	D
Experience in teaching and supervision at a recognised university, including module leadership, and with expertise in line with one of the listed programme fields (above).	E
A relevant teaching qualification and Fellow / Senior Fellow of Advance HE or similar	D
Special Requirements	Essential/ Desirable
The post is located in SII-DUFE, China, working on behalf of the University of Surrey, UK. The post holder must therefore be willing to work full time in China and have the ability to teach in English.	E
The post holder must be willing to travel to the University of Surrey for events and to attend training, as required.	E
The post holder must attend Boards of Examiners, Boards of Studies or other ad hoc meetings online but outside of standard office hours (typically held late afternoons or early evenings – Chinese time)	E
Support student activities by attending organised events – some occasionally outside standard office hours	E
Key Responsibilities	
This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.	
Additional documentation will be provided with further explanation of roles, tasks and responsibilities.	
N.B. The above list is not exhaustive.	