

# JOB DESCRIPTION

**Job Title:** Deputy Director Academic  
**Location:** Middlesex University Mauritius  
**Line Manager:** Director, Middlesex University Mauritius

International package available to candidates not resident in Mauritius at the time of appointment

**Employer:** Middlesex International Mauritius Limited  
**Contract:** Three-year fixed term (with a renewal option)

## Overall Purpose:

The Deputy Director Academic will provide leadership, vision, and strategic direction to take forward the academic development strategy for the Mauritius Campus. He/she will demonstrate role model behaviour and provide dynamic, consistent, and motivational leadership for the academic team. The post holder will lead on all aspects of academic practice (learning, teaching, assessment, research and community engagement) with the aim of providing students with learning experiences that are innovative and contemporary, teaching that is inspiring and motivational and facilitates student engagement and achievement at the highest level whilst consolidating and building on the University's reputation as a global provider of high-quality education and research.

In addition, the postholder will be expected to work collaboratively with internal and external stakeholders to achieve common aims and optimise the success of the Mauritius Branch Campus (MRU). He/she will be expected to deputise for the Director as and when required.

## Main responsibilities

### Management and Leadership

- Maintain and develop a strong, cohesive, and productive academic team, whose members have clear roles and responsibilities to support academic quality and provision.
- Ensure that academic teams develop high employee engagement with an environment of fairness, equality, and diversity where employees are respectful of each other and responsible for their contribution to a positive work environment.
- Recruit, retain, develop, and deploy staff appropriately and assist in managing their workload to achieve the operational requirements.
- Promote best practice in all aspects of work, championing role model behaviour and delivery to maximise student support.
- Lead and/or engage in the development and review of academic practice in learning and teaching to ensure the provision of innovative learning, teaching, and assessment practices.
- Assists with data organisation from all assessments and diagnostic instruments and develop strategies to improve student satisfaction, retention, progression, as well as achievement and ensure effective feedback mechanisms both to and from students.
- Assurance of academic standards and quality enhancement across the campus.
- Drive strategic planning and provide guidance across academic and research programs, fostering new and interdisciplinary research initiatives and collaborations.
- Provide local direction and resources for the education, training, and implementation of local government regulations and University policies and procedures. Set and

confirm commitment to policies and regulations and take appropriate actions to ensure the University's commitment to compliance.

- Develop an active research culture that fosters the highest achievements, encourages originality as well as innovation and enriches the student learning experience.
- Promote research links and engagement across the University and with external organisations.
- Lead expert work, representing the University and Campus, with regional networks, government, professional, business, cultural and/or community bodies that support the development of excellent academic practice and influence policy and practice.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Support marketing and recruitment initiatives, including attendance at fairs and responding to media requests to raise the profile of, and assist in the recruitment of students.

## **Administration**

Working in collaboration with the Campus Director take a lead in specific areas including:

- developing academic strategy and policy for the campus.
- liaison between the Campus Programme Coordinators, Academic Partnerships and Middlesex University Schools to manage the introduction and smooth delivery of academic programmes.
- supporting the development of business cases for the introduction of new areas to the curriculum or closure of existing areas of provision.
- ensuring adherence to the University's overarching academic policies and strategies and ensure staff operate within the regulatory framework of Mauritius Branch Campus and the University.
- quality monitoring and enhancement and preparing for University, QAA and HEC accreditations and reviews.
- participation in the recruitment process for academic staff and to advise the Director on academic staff performance, staff development, appraisal, induction, and planning.
- seeing efficiency and optimisation of resources without compromising quality.
- Budget for and deploy resources optimally.
- tasks that may be required by the Campus Director with particular reference to major campus events, when all staff are expected to participate.
- effectively network and manage relationships with internal and external stakeholders.

**Hours:** The nature of your post is such that you will be expected to work flexibly and for such reasonable hours as are necessary in order to fulfill your duties and responsibilities.

**Leave:** 21 vacation leave days and 22 days local leave per annum plus local Bank Holidays.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the campus, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title:** Deputy Director Academic

### **Essential Requirements**

#### **Knowledge, Skills and Experience**

- A doctorate or equivalent professional qualifications.
- Senior management experience in a Higher Education environment.
- Proven leadership ability and the ability to develop and facilitate high quality teaching.
- Successful track record in managing resources and change, leading academic teams, driving culture change and delivering organisational goals.
- Evidence of innovation in teaching and learning, reflected in design, delivery and promotion of good professional practice.
- Ability to engage students and staff, and to motivate and inspire them to perform at their best.
- A track record in supporting the development of research and scholarly activity from a low base.

#### **Desirable**

#### **Knowledge, Skills and Experience**

- Experience and knowledge of quality assurance issues, methods, policies and strategies.
- Experience of working at an UK Higher Education Institution

#### **Personal Attributes**

- Excellent communication skills with fluent written and spoken English language.
- Determined, positive and resilient, able to inspire confidence and respect, and work with integrity, exemplifying high professional standards and act as a role model to others.
- Academic credibility to lead all academic ranks and engage on a high level within the country's education sector.
- A commitment to work to the values and professional behaviours of Middlesex University, with particular understanding of working internationally and with cultural sensitivity.
- The ability to develop and nurture effective working relationships at a senior level with geographically remote stakeholders, decision makers and influencers; have existing connections with relevant stakeholders such as government, regulatory bodies, local institutions or have the insight to network and build credible relationships quickly.
- Capable of exercising sound strategic judgement with the credibility and intellectual ability to engage with academic and function leaders and with other senior managerial staff in the UK and Mauritius.