

University of Sussex

ROLE PROFILES: TEACHING AND SCHOLARSHIP

LEVEL 4

Level 4 – Equivalent to Grade 9

6 Teamwork	• more serious matters to others, as appropriate.
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7 Pastoral care	• Responsible for dealing with referred issues for students within own educational programmes. • Provide first line support for colleagues, referring them to sources of further help if required.
8 Initiative, problem-solving and decision-making	• Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations. • Make decisions regarding the operational aspects of own educational programme. • Contribute to decisions which have an impact on other related programmes. • Monitor student progress and retention. • Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters. • Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.
9 Planning and managing resources	• Responsible for the delivery of own educational programmes. • Contribute to the overall management of the department in areas such as resource management, business and programme planning. • Be responsible for setting standards and monitor progress against agreed criteria for own area of responsibility. • Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the institution. • Plan and deliver consultancy or similar programmes and ensure that resources are available. • Be responsible for quality, audit and other external assessments in own areas of responsibility.
10 Sensory, physical and emotional	