

Head of Subject: Music Technology and Music Management

<p>Job Title: Head of Subject for Music Technology and Music Management</p> <p>College/Department: London College of Music Responsible to: Director of College</p> <p>Responsible for: Line management of staff in Music Technology and Management subject area</p>	<p>Post No:</p> <p>Grade: Management</p> <p>Location: St Mary's Campus, Ealing</p>
<p>SUMMARY OF MAIN PURPOSE OF THE JOB</p> <p>To contribute to the development of LCM, as a member of the College Executive, by leading and managing the academic development of the music technology and music management subjects at UG and taught PG level plus the technical team and support staff within London College of Music. This should be in alignment with the College, and University Strategic Plans and the University's policies and procedures, with a particular emphasis on quality assurance and enhancement.</p>	
<p>DUTIES & RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Work with the Director of LCM, Research Lead, Theatre Technical Manager, Schools & Colleges Administration Manager and the Head of Subject Performance & Performing Arts on the development and implementation of the College Strategic Plan. 2. Co-ordinate the development of learning, teaching and assessment, marketing, recruitment, admissions, retention and progression plans for the technology and management subject area, and ensure that targets and performance indicators are agreed and met. 3. Work with all staff to ensure appropriate timetabling and resource allocation. 4. Promote the continuing enhancement of the curricula and student experience in line with national and local expectations. 5. Ensure the effectiveness of the subject's quality assurance and enhancement arrangements. 6. Chair the Assessment, Progression and Award Boards. 7. Develop and maintain effective relationships with collaborative partners, industry and other stakeholders, in line with University strategies and policies. 8. Advise the Director of College on the appropriateness and adequacy of staff workloads, skill appropriateness and physical resources. 9. Ensure that the agreed curriculum complies with the University's financial regulations; academic and quality assurance arrangements; value for money objectives and the College and University plans. 10. Line manage staff, ensuring their induction, development, appraisal, and effective deployment in alignment with the University's policies and procedures. 11. Undertake teaching, research, consultancy, income generation, enterprise and professional activities as agreed. 	

12. Demonstrate personal commitment to the promotion of equality and diversity throughout the College and University.
13. Deputise for the Director of College as and when required.
14. Undertake other appropriate tasks commensurate with the grade as required by the Director of the College and Vice-Chancellor's Executive.

Dimensions / back ground information

London College of Music has a unique history that gives an added weight and reputation in contrast to other Post-92 University music departments. The college is at a pivotal stage of its development with our curriculum enabling exciting opportunities for individuals both academically and creatively. 2017-2018 has been a transformative year as we celebrated our 130 years as a music conservatoire within a University setting. In the past decade LCM has seen an expansion in major curriculum areas such as performing arts where our student numbers have increased and impacted upon and redefined our physical facilities and encouraged a development of specialist performance, and rehearsal studios.

As has always been the ethos, the University has invested in the high quality studios and technical resources to ensure that the LCM education is always cutting edge.

The London College of Music is committed to:

- ensuring that all students understand the existing mainstream of their sector and are engaged with the latest developments
- giving students an understanding and experience of top-level professional practice
- ensuring that students are engaged with intellectual, theoretical and critical thinking skills in order to create an environment that understands and promotes performance in action
- recognising the challenges to be faced when considering the cross-disciplinary and portfolio careers in management, performance, production and composition
- enabling the LCM graduate to be fully equipped in a range of communication skills in both the working and learning environment
- negotiating in an effective manner the complex and rapidly changing technological and business models in all aspects of the music industry
- embracing the disciplines of both the academic and vocational aspects of a university education to prepare for the “real world” of work as related to the music industry
- enhancing the University journey to ensure a life-changing experience
- ensuring that all aspects of global inclusion are explored and embraced
- each student having participation in the student experience both in the College and the wider University

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<p>Relevant degree and a full postgraduate degree or equivalent professional qualification.</p> <p>PhD in an appropriate subject (or near completion).</p>	
Knowledge and Experience:	<p>Established record in the leadership of staff and students.</p> <p>Demonstrable ability to manage staff and associated resources to achieve College and University goals.</p> <p>Significant experience of course leadership and curriculum development. Record of active participation in quality assurance and enhancement.</p> <p>Experience of developing and maintaining effective relationships with collaborative partners.</p> <p>Demonstrable record of scholarship including relevant contributions to at least one of the following areas; pedagogy, professional practice, research or enterprise.</p> <p>Personal experience in one of the subject areas.</p>	<p>Experience of successfully leading a range of new developments across the College.</p> <p>Experience of university level engagement.</p> <p>Demonstrable record of advancing a subject group's learning and teaching or professional practice, or publications or income generation.</p> <p>Experience/knowledge of all areas within this subject.</p>
Specific Skills:	<p>Academic planning and organisation. Enhancing teaching and learning support. Team development.</p>	
General Skills:	<p>Sound judgement and practical problem-solving skills.</p> <p>The ability and willingness to maintain focus and take difficult decisions.</p> <p>Excellent interpersonal skills; an assured and confident communicator.</p> <p>The ability to liaise and network internally and externally effectively.</p>	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		