

**BPP Job Description**

**Job Title Head of Law – Distance Learning**

**Department Law School**

**Location Home and office based**

**Additional details Hybrid**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Deputy Dean, Law School**

**Job Purpose**

The Law School is looking for outstanding individuals to enhance and coordinate the distance learning student experience by creating a vibrant virtual student-centred environment. The role works collaboratively with key internal and external stakeholders to champion distance learning student needs, foster inclusion, diversity and accessibility and promote a professional community to give students a sense of belonging and engagement.

**Key Responsibilities**

* **Develop and implement strategies to improve the distance learning student experience**
* **Develop and maintain an online student community**
* **Support business development in the distance learning space**

Working with the Deputy Dean, the successful candidate will have overall responsibility for the distance learning student experience, the online student community as well as generating and supporting business development initiatives to ensure BPP Law School is recognised as a thought-leader and the high-quality legal training provider of choice. This will include upholding BPP values and encouraging others to do so, to ensure we deliver an outstanding student experience.

**What you’ll be doing**

The Head of Law will:

**Develop and implement strategies to improve the student experience and develop an online student community**

* Work with internal stakeholders to deliver a professional and engaging induction week to ensure students feel part of a vibrant distance learning law school community and a sense of belonging.
* Develop, implement and support strategic initiatives to improve the distance learning student experience and outcomes.
* Work with internal teams to promote the student voice and champion student needs.
* Meet regularly with the Careers team to drive employability initiatives aimed at supporting professional and personal development of distance learning students and building a legal network.
* Work closely with the Students’ Association to support collaborative initiatives and promote and support well-being and mental health campaigns.
* Ensure all distance learning student experience initiatives are inclusive and reflective of the diverse student population.
* Act as an escalation point of contact for distance learning students regarding non-academic concerns and signpost or escalate issues where appropriate.

**Support business development and outreach activities**

* Work closely with the Client team to support business development initiatives aligned to the Law School strategic goals.
* Work with the Outreach team to coordinate outreach events and activities aligned to the Law School’s strategic goals.
* Build and maintain strong relationships with law firms and other business organisations to strengthen partnerships, in line with the Client team business development initiatives.
* Attend legal sector events, networking meetings, and legal conferences to represent BPP Law School to build local visibility and reputation.
* Monitor legal trends, competitor activity in the distance learning space, and economic developments to inform strategic planning and positioning of BPP Law School in the legal community.

**Qualities, Skills and Attributes:**

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| **Descriptor** | **Essential** | **Desirable** |
| Qualified solicitor or barrister (with practice experience) | **✓** |  |
| First degree | **✓** |  |
| Professional qualification or experience | **✓** |  |
| Teaching qualification or in progress | **✓** |  |
| Experience of management and leadership in higher education | **✓** |  |
| High level communication skills | **✓** |  |
| Ability to resolve conflict  | **✓** |  |
| Fellowship of the HEA |  | **✓** |
| Experience of project work and task management | **✓** |  |
| Experience of working with HR processes | **✓** |  |
| Experience of recruitment  | **✓** |  |
| Experience of performance management | **✓** |  |
| An interest in the well being of others | **✓** |  |
| Ability to delegate and set realistic targets for others | **✓** |  |
| Ability to lead, motivate, develop, challenge and inspire people | **✓** |  |
| Excellent communication skills and a willingness to listen and seek out the opinion of others | **✓** |  |
| Ability to work well as part of a team | **✓** |  |
| Ability to evaluate risk, identify the response and respond in a timely manner  | **✓** |  |
| Able to deal with difficult/sensitive issues  | **✓** |  |

**Pre-employment Checks**

* Credit Check \*\*Remove if not required.
* DBS Check \*\*Remove if not required.
* Other Check(s) (please specify) \*\*Remove if not required.

*BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates.  BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices.*