

Job Title	Deputy Director – Institute for the Creative Arts
Department/Institute	Institute for the Creative Arts
Reporting to	Director – Institute for the Creative Arts
Main Objective	Under the direction of the Institute Director, Deputy Directors will be expected to perform duties that are related either to Programme Management or to Resource Management.

DUTIES AND RESPONSIBILITIES:

Deputy Directors Programme Management

Deputy Directors who are assigned duties related to Programme Management shall be responsible for the management and assessment of programmes delivered at the Institute. To this end, they will be expected to:

- Monitor the quality of courses (relevance, levels, etc.)
- Plan the delivery of the units of courses offered by the Institute
- Monitor the teaching methods employed and establish benchmarks
- Manage the Institute Vocational Coordinators (IVCs)
- Plan and monitor the quality of assessments together with the IVCs and the lecturing staff
- Monitor and analyse student results
- Establish the required quality of resources by working closely with the Deputy Director responsible for Resource Management
- Be proactive in dealing with students
- Work closely with the Apprenticeship Department

- Perform any other duties as may be required from time to time.

Deputy Directors Resource Management

Working closely with the Institute Director, Deputy Directors responsible for Resource Management shall be responsible for making sure that all resources, including human resources, are used efficiently. To this end, they will be expected to:

- Develop and implement systems that promote the efficient use of resources
- Ensure that the Institute's staff complement is adequate both in number and in quality
- Ensure that the staff profile matches the expected development of the Institute
- Set and maintain KPIs for the efficient utilization of human resources
- Work to maintain a high level of motivation in staff
- Identify and measure KPIs for laboratories and workshops
- Manage the Institute's technicians and be responsible for assigning them the appropriate responsibilities, including ownership of laboratories and workshops
- Ensure that proper maintenance procedures for laboratories and workshops are in place
- Perform any other duties as may be required from time to time.

The above lists of duties are not exhaustive, but serve as an indication of the responsibilities pertaining to the post of Deputy Director.