

IOA DIRECTOR OF EDUCATION

Background to the Role

The Institute of Acoustics is the UK's professional body for those working in acoustics, noise and vibration. It was formed in 1974 and currently has over 3000 members from diverse backgrounds, including engineers, scientists, educators, lawyers, occupational hygienists, architects and environmental health officers. Our members embrace aspects of acoustics from a wide range of perspectives, such as aerodynamics, architectural acoustics, building acoustics, electroacoustics, engineering dynamics, noise and vibration, hearing, speech and underwater acoustics.

The Institute of Acoustics is a nominated body of the Engineering Council, offering registration at Chartered and Incorporated Engineer levels.

The IOA also plays a strong education role in the field by delivering a Postgraduate Diploma in "Acoustics and Noise Control" and several "Certificate of Competence" courses in selected centres across the country in collaboration with the London South Bank University, the University of Derby, and the University of Salford. The Diploma is also delivered online with students attending online sessions in many countries across the globe.

Proposed Education Development

The Institute is investing in its digital infrastructure, this will significantly improve the Institute's digital presence and online services for members and students. The Director of Education will be responsible for making use of these improvements to develop and expand the Institute's education services. Their role will include investigating and developing new courses and modules as well as delivery options to meet the needs of acousticians at technician and professional level. This may include franchise arrangements with education providers overseas and could involve occasional international travel.

Role Specification

Job Title: Director of Education - IOA Centre for Sound and Vibration Studies

Responsible to: Chief Exec

Date: As early as possible

Responsible for:

Commercial provision of the IOA's Education Services. This mainly comprises the qualifications portfolio, i.e. Diploma and Certificated Short Courses, but also includes CPD material as part of corporate resource development programmes.

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Providing leadership and advice in relation to the development of structures and resources required to deliver a multi-platform portfolio of education and training services

Ensuring the ongoing review of course syllabus content and material, and exploring opportunities for the development of new courses.

Implementation of the IOA Education Strategy.

Job Context:

The IOA has an Education Strategy which describes its aims and objectives for the future development of its Education Services. The Director will be expected to provide high level strategic and operational contributions with the purpose of pursuing the Institute's vision for their Education Service and achieving their strategic aims and objectives.

Major Responsibilities:

1. To advise, guide and coach/challenge the CEO and Council in the development of strategy for client-facing education in the acoustics profession.
2. To co-ordinate educational requirements with Education Committee, support staff and member volunteers within the Education Team, ensuring that a coherent strategy is developed across all levels of acoustics education and training, through a clear "road-map", with direction of travel and maximising online learning.
3. To provide leadership, strategic guidance, direction and motivation to staff and volunteers to support the organisation's primary purpose and objectives. To ensure that the contributions of individuals are maximised and that their own potential is developed.
4. To lead the work of the Education Committee and its outcomes, supporting the Chair to deliver the Committee and its subcommittees to deliver their portfolio of responsibilities.
5. To maintain governance and oversight of the education portfolio of products and services, accountable for quality and delivery to meet internal and external requirements, frameworks and rules.
6. To review regularly, in conjunction with the CEO, the structure of the education function and its management processes and make recommendations for improvements.
7. To advise on, and contribute to, the development, formulation and implementation of policy in respect of Education, preparing reports and position papers on a range of educational topics and activities as required by the CEO and to assist in the formulation of strategic direction and objectives
8. To provide a response, in conjunction with the HR function, to the organisation's internal training needs, managing the procurement and tendering process by external providers and developing relationships with existing providers as well as researching new and appropriate suppliers.

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9. To manage the performance of direct reports, rewarding desired behaviour and taking remedial action where individuals fall short.
10. To manage, prepare and monitor the budget, and achieve revenue and contribution targets as agreed with the CEO from educational activities.
11. To seek improvements to the ways in which education is provided at local and national levels, including development of educational materials for students, apprentices, and learners, enhancing the teaching skills of tutors and assessors, and establishing means by which the quality of education and learning provided by the Institute can be meaningfully evaluated.
12. To support the administrative framework and service standards for providing a professional education service to the members, students, apprentices, and learners of the Institute. Some services are commercially provided, others are provided as benefits of membership.
13. To act as liaison with key educational partners, at present including (at this point in time) independent consultants, assessors and training organisations to review and develop other strategies and partnerships in support of the Vision.
14. To establish relationships with a broad range of external organisations, including major employer organisations and kindred professional institutes to ensure that their interests and needs are fully considered in the development of policies and programmes.
15. To formulate specific programmes designed to support on-going professional development for acoustics professionals, including collaboration with specialist societies in the development and production of curricula.
16. Influence of related sales and marketing activities. This involves consistent liaison with the marketing, business development and membership services department to develop a marketing strategy, as this will impact on the success of enrolments.
17. To keep ahead of new developments within the education arena/activity for the improved service and product development, ensuring that these are, where a case is proven, part of the Institute's future strategy and plans.

Person specification

- Senior level management experience in public or private professional education, with successful track record of leading qualifications delivery programs and course development
- Entrepreneurial, with experience of joint development with educational and commercial partners and clients
- Proven track record of influencing, and communication skills
- Political acumen, and the ability to liaise with key stakeholders i.e. interested internal and external parties with disparate and sometimes conflicting agenda
- Energy and enthusiasm along with a 'can do' attitude
- The ability to drive and motivate subordinates and peers and to relate effectively with external key parties with immediate impact
- Good management and motivation skills and track record

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The IOA is an equal opportunity employer who seeks to recruit and appoint the best available person for a job regardless of marital / civil partnership status, sex (including pregnancy), age, religion, belief, race, nationality and ethnic or national origin, colour, sexual orientation or disability

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- A balance of being able to deal accurately with details while not losing sight of the organisation's vision
- Personal drive, determination and resilience
- Understanding of the role of a Members' Institute
- Ambition to develop the sphere of acoustics education and training
- Previous experience of procurement both as a provider and as a buyer
- A proven track record of being able to meet financial targets and budgets

Workload Dimensions: The role will be supported by administrative staff who will report directly to the Director. The Director will have the ability to flex their duties as the education service evolves. Tutors and examiners support the Institute's courses on a contractual rather than employed basis.

Salary: Commensurate with the candidate's experience, employer's pension contribution, work, and related travel expenses