

## Provost Job Description

**Position Title:** Provost  
**Location:** Astana, Kazakhstan  
**Reports to:** Vice Chancellor / President

### **Job Purpose:**

The Provost provides strategic leadership and direction for the educational and academic functions of the university. This role involves overseeing academic standards, curriculum development, quality assurance, pedagogy, teaching and learning, and enhancing the students' academic experience. The Provost leads activities under the leadership of the Vice Chancellor / President and works closely with Deputy Vice Chancellor of Administration and Finance and Deputy Vice Chancellor of Strategic Development. The Provost ensures that the university's academic programs meet the highest standards of excellence and align with the institution's mission, values, and strategic goals.

### **Main Duties and Responsibilities:**

- The Provost will take on a leadership role in the team regarding all academic matters.
- Provide strategic leadership on all matters related to the academic programmes, teaching and learning, teaching excellence across the university.
- Align academic strategies with the university's mission, vision, and strategic goals.
- Develop and implement strategic initiatives to enhance the quality of teaching, learning, and academic research.
- Lead the development and review of academic policies and procedures.
- Oversee the design, development, and assessment of academic programs and curricula.
- Oversee the development of pedagogical programs in the Education department.
- Ensure that academic programs are innovative, relevant, and responsive to the needs of students and the community.
- Support the recruitment, development, and retention of high-quality academic staff.
- Promote professional development and training opportunities for faculty.
- Foster a culture of academic excellence and innovation among faculty members.

- Enhance the quality of the students' academic experience.
- Lead the university's efforts in accreditation and external reviews.
- Promote continuous improvement in teaching practices and student learning outcomes.
- Develop and enforce academic policies, procedures, and regulations.
- Oversee the academic aspects of student admissions, progression, and graduation.
- Chair the academic committee and represent academic interests with the university's management board.
- Manage the academic budget and allocate resources to support academic priorities.
- Oversee the development and utilization of academic facilities, including technology.
- Represent the university in academic networks and partnerships locally and globally.
- Engage with external stakeholders, including industry partners, accrediting bodies, and educational organizations.
- Promote the university's academic achievements and contributions.
- Support the integration of research and scholarship into teaching and learning. Implement and maintain robust quality assurance processes to monitor and improve academic standards in line with Coventry University, UK.

The university is committed to safeguarding and promoting the welfare of young people and expects all staff and those connected to the university to share this commitment. The post holder's primary responsibility for promoting and safeguarding the welfare of young persons under their care or with whom they interact will involve adherence to and compliance with the university's Safeguarding Policy.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the university in relation to the post holder's professional responsibilities and duties.

## Person Specification – Provost

### Education and Qualifications:

- A doctoral degree or equivalent in a relevant academic discipline from a UK university– essential.

### Experience and Knowledge:

- Extensive experience in academic leadership, preferably at a senior level within UK universities.
- Experienced in managing and delivering high-quality Transnational Education (TNE) programs across diverse contexts.
- A strong track record of academic achievement and research.
- Demonstrated expertise in curriculum development, quality assurance, and academic policy.
- Proven ability to manage complex academic programs and initiatives.
- Ability to contribute to institutional policy development.
- Experience in delivering change management projects.

### Competencies and Attributes:

- Excellent interpersonal, communication, and organizational skills.
- Inspirational leadership and team management.
- Strategic thinking and planning.
- Problem-solving and decision-making.
- Financial acumen and resource management.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Commitment to diversity, equity, and inclusion in academic settings.