



PROFILE

Language and Culture Centre Coordinator

HZ UNIVERSITY OF APPLIED SCIENCES

PROFILE FOR LCC COORDINATOR

1. HZ UNIVERSITY OF APPLIED SCIENCES

HZ University of Applied Sciences (HZ) is a multisectoral higher professional education institution with approximately 4,800 students and approximately 500 employees. Practical orientation is central to its contemporary educational vision and dynamic educational implementation. Learning is seen as an active process in which the student independently works on obtaining professional competencies. HZ has a regional, national and international orientation.

HZ has opted for a clear profile. The university of applied sciences distinguishes itself on the one hand by its educational concept and on the other by its areas of expertise Water, Energy and Vitality, which link up with the DNA of the southwestern delta.

HZ is the personal university of applied sciences that trains entrepreneurial, innovative and value-driven professionals for a sustainable and globalizing society through innovative interdisciplinary education, research and valorisation. The core values are integrity and respect, trust and accountability as well as cooperation and quality. Dialogue and trust play an important role in this.

HZ'S ASSIGNMENT

HZ University of Applied Sciences faces a number of challenges. The most fundamental in this is to maintain a future-proof independent position in the region. To this end, the satisfaction of employees, students and the professional field is an essential element in the delivery of full-time and part-time bachelor's programmes, associate degree programmes and our master's programme. HZ attaches great importance to constructive cooperation with relevant strategic partners.

In the coming years, much attention and energy will be devoted to the objectives of the HZ Strategic Plan 2018-2021. These determine the course for the coming years. The challenges are:

1. Ensuring the growth of student numbers by offering high-quality education for differentiated target groups;
2. Successfully implementing and further developing the HZ education concept Student and process-oriented education and research (SPO);
3. Connecting education and practice-oriented research;
4. Strengthening and expanding the Centres of Expertise;
5. Develop HZ into a knowledge institution and University of Applied Sciences;
6. Together with partners, realize the student city region of Vlissingen-Middelburg, new construction and renovation of educational buildings, as well as the development of the joint joint research center (JRC);
7. Position HZ as a knowledge institute for the region and on its spearheads, regionally, nationally and internationally, intensified cooperation with other (higher) education institutions, entering into strategic alliances with knowledge institutions and companies, branding/positioning, striving for operational excellence and develop vertical and horizontal forms of cooperation;
8. The further development of the "personal university of applied sciences";
9. Further shape the internationalization within HZ;

10. Transform the organization from a line organization to an organization where self-organizing and result-responsible teams are the starting point. Culture, servant leadership, and the reorientation of the organization will be important points for attention in this.

THE STRUCTURE

HZ focuses on both education and research. This is organized within three domains. A domain consists of related study programmes and the associated research centres and knowledge centres where research takes place. The domains are formed by the social domain, the economic domain and the technical domain. Each domain is supported by a business office. In addition to the domains, the HZ structure has a part-time academy, a knowledge transfer centre, a partnership with Avans Hogeschool for Associate degree programmes, and connections with various Centres of Expertise. Six services jointly offer integral support to the domains and the Executive Board.

2. (Study programme)coordinator

The (study programme) coordinator is crucial for the functioning of the result-responsible and self-organizing teams. As a cooperating foreman/woman, the (study programme) coordinator is the educational leader who is well acquainted with the educational component to be in tune with students, lecturers and the professional field. The (study programme) coordinator is the connector, inspirator and facilitates the team responsible for results, where necessary, without taking over the individual ownership of the team members. The (study programme) coordinator does this in a servant and coaching manner. The goal of the (study programme) coordinator is to stimulate the team to take ownership, to give space and confidence in this and to coach the process of self-organization. For example, the team takes responsibility for the development and implementation of education and the coordination with research and operational management. The LCC is part of the Business, Hospitality and Vitality domain but provides language and culture education for all HZ programmes. In addition, the coordinator is responsible for the Cambridge Exam Centre, sub-centre of the British Council.

THE ASSIGNMENT

The assignment for the (study programme) coordinator is as follows:

- Taking responsibility for the educational and personnel management of (foreign) language education (English and Dutch).
- Creating a positive working, learning and collaboration climate within the team. Stimulating team development and individual and shared ownership within the team as well as taking responsibility in HRM issues;
- Expressly playing the role of ambassador in the organizational transition “future-proof HZ” and propagating the desired culture and leadership style;
- Being responsible for the management of the team according to the principle of servant leadership and stimulating the development of a self-organizing and result-responsible team. Tasks are divided according to the employees’ talents;
- (partly) taking care of the realization, safeguarding and innovation of high-quality education within the own team and giving direction and space for educational innovation;
- Carrying out lecture-related activities (for part of the appointment);
- Connecting education and research in collaboration with research centres and research groups;

- Ensuring good (international) positioning of the programmes, good student counselling, reducing drop-out rates and the number of slow students, and working on good transition from MBO and Secondary Education to HBO.
- Ensuring financially healthy business operations;
- Shaping the ambitions from the HZ Institutional Plan 2018-2021 and translating these into an annual plan for the LCC in agreement with the Domain Director.
- Being part of the MT of the Business, Vitality & Hospitality domain and in that capacity actively thinking about and helping to shape domain-wide issues;

KNOWLEDGE & EXPERIENCE

For this function HZ asks:

- A completed master's degree in a field relevant to the position;
- Demonstrable work experience in modern and foreign language education (including EAP and ESP courses and developing language curricula and learning paths)
- Demonstrable teaching experience and experience with servant leadership and coaching leadership;
- Familiarity with the complexity of an educational organization and the associated quality requirements;
- Affinity with (higher) professional education and (the connection with) practice-oriented research;
- Ability to handle the balance between coaching, delegating, serving and managing;
- Experience with working together across the boundaries of an organization;
- Excellent command of the English language;
- Financial insight, purpose, ambition and responsibility, whereby the student remains central in all areas of attention;
- Having access to an (international) network relevant to HZ;
- Ability to allow (educational) teams and individuals to work together and excel.

PERSONALITY PROFILE

Connecting, inspiring, open dialogue and trust are important characteristics. A sense of humour should not be missing. You are skilled in (servant) leadership of professionals; know how to bring out the best in them by inspiring, involving and giving space to employees. You are creative, innovative and inspiring, in combination with a business-like and decisive attitude. This means:

- You are an empathetic and inspiring personality;
- You work based on trust and offer a safe and committed work climate with room for initiatives;
- You have highly developed social and communication skills, you seek out dialogue and dare to discuss difficult matters;
- You are decisive and result-oriented, but you also bring people on that path with you;
- You can reflect on yourself and on others;
- You can motivate, stimulate, listen and deal with resistance.

APPENDIX: COMPETENCIES

(Servant) Leadership

Shows leadership towards staff and students. Focuses on the student, the team of employees, education and research and works from the adage that processes should follow on content. Has an eye for the social function of HZ and implements this in an innovative way based on a coherent policy. Is an energetic and inspiring figurehead for the domain.

Communicates the set course in a clear way and is consistent in words and actions. Dialogue plays a decisive role in this. Gives direction and room to the study programme with a permanent focus on realizing the formulated goals and improving policy and operational management and creates support by creating the right preconditions. Coaches, inspires and facilitates the employees within the team of professionals.

Decisiveness

Takes decisions in a timely manner, knows how to take action and convert ideas into action. Shows courage and proactively steers where necessary. Always carefully weighs the interests of internal and external stakeholders against each other in decisions. Can put the collective interest above his/her own interest.

Quality awareness

At all times strives for high-quality education and research within HZ, in coordination with the service departments, and endorses the importance of the width that characterizes HZ. Ensures the functioning of an integrated quality assurance system as well as an adequate planning and control cycle.

Sensitivity

Shows awareness of other people and the environment and is aware of his/her own influence on this. His/her behaviour is an acknowledgment of the feelings and needs of others.

Coaching

Provides support for the team in a coaching manner so that it can develop towards result responsibility and (individual) ownership.

Entrepreneurship

An entrepreneurial and business attitude is important in ensuring continuity. This is reflected in the focus on the recruitment of national and international students for the appropriate portfolio. An entrepreneurial attitude is also necessary to seize opportunities and enter into alliances with other institutions, governments and the business community.

Relationship management

Creates connections between internal and external stakeholders in a natural way by maintaining good relationships that are relevant to the study programmes and to HZ. Can be confrontational while maintaining a good relationship. Focuses on collaboration, dialogue and trust. Is the figurehead to further develop "the personal university of applied sciences".