

**JOB DESCRIPTION**

**Job Title:** Academic Developer

**Service:** Centre for Excellence in Learning & Teaching (CELT)

**Grade:** G

**Campus:** Docklands

**Responsible to:** Head of CELT

**Responsible for:** CELT interns

**Liaison with:** Academic Development Team, Learning Technology Team, CELT admin

team, Directors of Learning and Teaching, academic and relevant

professional service colleagues, external contacts

**ABOUT UEL:**

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

**THE DEPARTMENT:**

The Centre for Excellence in Learning & Teaching leads on the implementation of UEL’s HEA accredited Professional Standards Framework (PSF) and on a continuous professional development framework for Teaching Excellence. Develop and embed the use of Technology Enhanced Learning (TEL) activities across all Schools, share best practice and expertise in learning and teaching excellence across UEL. Lead and contribute to pedagogic research on the scholarships of learning and teaching. Support the celebration of individuals and /or teams worthy of reward and recognition for their contribution to academic practice.

**JOB PURPOSE:**

The purpose of this role is to work with the Head of CELT to develop academic and professional services staff members to use engaging, inclusive and innovative approaches to learning and teaching that yield outstanding outcomes for our diverse student population. The Academic Developer will work collaboratively with academic staff to make a positive impact on student attainment, retention, and progression in line with the UEL learning and teaching framework. The post holder will also work the CELT team as well as academic and professional services colleagues to extend UEL’s successful distance learning provision and embed blended learning and competency-based learning approaches across the institution.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Provide a proactive, innovative and creative approach to the design and delivery of research-informed academic development (including workshops, CPD offerings, online resources, etc.) This will involve working closely as the front-line of communication with schools and services, particularly college directors of Learning and Teaching, and appropriate professional services colleagues;

* Act as an advocate for embedding the appropriate use of technology enhanced learning in all curriculum activities in order to support key TEL projects, the learning and teaching framework and UEL’s corporate plan.
* Collaboration with the People and Culture wider team, and the Learning & Development team to shape and communicate learning events to ensure alignment and consistency around UEL development.
* Contribute to the design, implementation and monitoring of UEL policies, strategies, projects and initiatives relating to learning, teaching and assessment and to be responsible for leading specified stands of academic development activity.
* Contribute to the development and delivery of pedagogically focused programmes, initiatives, and events (e.g., learning and teaching conference, learning lunches) for academic and relevant professional services colleagues, including those new to teaching and/or new to UEL;

* Contribute to UEL’s AdvanceHE accredited Professional Standards Framework (PSF) through support for academic colleagues and relevant professional services colleagues, in their understanding of the UEL PSF and application for appropriate category of AdvanceHE Fellowship and acting as a panel member.
* Conduct pedagogic research, including the bidding for, and undertaking of, grant funded activities, publication of scholarly outcomes and engagement with national and international research communities in order to inform practice;
* Contribute to the monitoring and evaluation of the outcomes and impact of CELT’s projects and initiatives to assess effectiveness and alignment to institutional priorities through the collection and analysis of data and writing of reports as required;
* Support the academic development of colleagues in collaborative partner institutions;
* Participate and report back to CELT on relevant committees, working groups or user groups as determined by the Head of CELT;
* Engage systematically in appropriate professional development, horizon scanning and research activities, in order to provide an informed perspective on best practices in staff development in HE; inform institutional strategies and engage academic and relevant professional services colleagues;
* Work as an active team member within the Centre for Excellence in Learning and Teaching to support the delivery of its objectives and undertake any other duties as may be required by the Head of CELT that are within the scope, spirit and purpose of the job;
* Work in accordance with UEL policies, including our Equality & Diversity policy.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* A degree in a relevant subject (A/C)
* A higher degree and/or teaching/coaching qualification (A/C)
* Experience of CPD and/or publication indicating a strong commitment to the enhancement of learning and teaching (I)
* Experience collaboration across academic and professional services to deliver.

**Desirable criteria;**

* Fellow/Senior Fellow of the Higher Education Academy and/ or PhD (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience of teaching with students and staff, curriculum design, programme management, delivery and evaluation (A/I/P)
* Experience of planning, designing and implementing professional development activities in academic settings to enhance teaching quality and the student learning experience (A/I/P)
* Experience of effective application of TEL to support the enhancement of learning, teaching and assessment across academic settings (A)
* Experience of leading and contributing to project-based activities with changing priorities and tight deadlines, being proactive and able to respond to issues quickly, flexibly and appropriately as part of a team (A/I)
* Experience in critically evaluating strategies, policies and initiatives relating to learning, teaching and assessment in HE (I)
* Experience of developing research projects on the scholarship of learning and teaching (I)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Ability to manage a workload with changing priorities and tight deadlines, to be proactive and to respond to issues quickly, flexibly and appropriately as part of a team (I)
* Excellent organisational skills, including achieving agreed deliverables within time and resource constraints (I)

**COMMUNICATION:**

**Essential criteria;**

* Excellent communication skills, both written and oral, which demonstrate tact and diplomacy and include the ability to negotiate and convey often complex information to suit the needs of different audiences (I/P)
* Excellent interpersonal skills and the ability to work collaboratively to motivate and influence academic and professional services colleagues across UEL staff (A)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Experience of using initiative and creativity to resolve problems and work iteratively on project development within the CELT team and wider institutional context (I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

R = Research

P = Presentation

T = Test