



**University of  
East London**

**Pioneering Futures** Since 1898

## **JOB DESCRIPTION**

**Job Title:** Academic Developer  
**Service:** Centre for Excellence in Learning & Teaching (CELT)  
**Grade:** G  
**Campus:** Docklands, Hybrid working with flexibility, 2 days on-campus per week  
**Responsible to:** Head of CELT/ Senior Academic Developer (Deputy Head of CELT)  
**Responsible for:** CELT interns  
**Liaison with:**

Academic Development Team, Learning Technology Team, CELT admin team, Directors of Education and Experience, 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 scholarship 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:**

To support the enhancement of learning, teaching and assessment across the institution through the design, delivery and evaluation of academic development initiatives. The postholder will work collaboratively with academic and professional services colleagues to promote evidence-informed practice and contribute to institutional priorities for educational quality and student success.

The role will contribute to the development of a culture of continuous enhancement, supporting staff to innovate and reflect on their practice in line with institutional and sector expectations.

#### **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 school Directors of Education and Experience, and appropriate professional services colleagues
- Design, deliver and evaluate academic development provision (e.g. workshops, development programmes, resources) to support staff across the institution and act as an advocate for embedding the appropriate use of technology enhanced learning in all curriculum activities to support UEL's strategic initiatives around the inclusive curriculum and practice-based education
- Collaborate across academic schools and professional services to embed evidence-informed and inclusive practice and contribute to the development of institutional resources, toolkits and guidance to support staff development
- 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 symposium, 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 of collaboration across academic and professional services to deliver
- Senior/ Principal Fellow of Advance HE (A/C)

#### **Desirable Criteria;**

- Doctorate, completed or in progress (A/C)

### **KNOWLEDGE AND EXPERIENCE:**

#### **Essential criteria;**

- A minimum of 4 years' experience in academic development within post-compulsory education, including the design, delivery and evaluation of professional development activities (A/I/P)
- Experience of supporting learning, teaching and assessment enhancement in higher education
- Experience of designing and facilitating workshops or academic development interventions
- Experience of effective application of Technology enhanced learning 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