Job Description

Staffordshire University Services Ltd

Job title	Academic Developer
School/Service	Academic Quality Development (AQD)
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 7
FTE	37 hours per week/ 1.0 FTE
Date prepared	July 2022

Job Purpose

- To support the development of excellent teaching and learning, and research across the University.

- To ensure that Staffordshire University offers excellent learning opportunities, learning experiences and learning outcomes.

- To facilitate the achievement of strategic aims, in particular addressing inequalities in higher education and achievement of our Academic Strategy 2030 and Institutional Access and Participation Plan goals related to learning and teaching.

- Working as part of a team of Academic Developers, the role holder will be responsible for a portfolio of Academic development services at scale, working in partnership with schools and professional services.

- To develop, manage and deliver academic professional development activity.

- To work as part of a team of education enhancement and quality assurance practitioners, providing high-level pedagogic and operational advice and guidance on the design, delivery, and assessment of inclusive curricula in accordance with the University's priorities for learning and teaching and to support the delivery of the academic strategy.

Relationships

Reporting to: Head of Academic Development

Responsible for: No line management responsibility

Main Activities

Working with an assigned portfolio of Schools/Services, you will be expected to deliver on the service offer in these locations, developing an approved plan of work each year that maps on to the Academic Development departmental plan. This will also involve ownership of a cross institutional function of academic development work, and the development and maintenance of a specialist area with which to develop consistent advice across the University - supporting colleagues in Academic Development to deliver a consistent service.

Key areas of activity this role will participate in and examples of work within these include;

1. **Building Relationships across the University, and Stakeholder Management**
   a. Work with the Head of Academic Development (HAD) to create an annual plan of support from Academic Development for an allocated school, working closely with Course Directors, and with direction from HAD and Associate Deans for Students (or equivalent)
   b. Work closely with Course Directors in your allocated School to;
      i. understand their course portfolios, and Course Development plans making assessments of needs and adapting and developing the broad service offer to ensure its effectiveness.
      ii. help familiarise Course Leaders with key strategic drivers of the university, offering advice and guidance to help build confidence with course teams to deliver on these.
      iii. support Course Directors and their teams to prepare for course monitoring meetings
      iv. typically be the Academic Developer present in course development & design sprints – using your specialist knowledge to act as a positive provocator to stimulate innovations
   c. Work closely with the Head of Educational Research and Evaluation (HoERE) to help schools understand data and research generated, and embed this within their thinking, planning and evaluation.
      i. deliver training on behalf of the HoERE, in agreement with the HAD

2. **Academic Professional Development**
   a. To develop, organise and ensure the delivery of academic development programmes for academic staff in collaboration with colleagues across Academic Development, the Institute of Education, and SCoLPP
   b. To deliver the Advance HE Higher Education Academy Fellowship in Academic Development, supporting the development of applications by academics, and providing support and guidance to utilise the UK Professional Standards Framework to develop and evidence practice, which can be used as case studies for Fellowship applications.
   c. To provide specialist advice and guidance on professional development, to include the delivery of sessions and individual consultations for staff.
   d. To support the Director of Learning and Teaching and Head of Academic Development in the design, development and continuous improvement of training and practice for academic mentors

3. **Curriculum Design and Development**
   a. To develop, lead and sustain a dialogue with academic schools in the area of curriculum design and programme development to understand how Academic Development can most effectively support module and course teams, and education priorities. To contribute to team, planning and policy development to enable Academic Development to support the design and delivery of inclusive curricula and teaching practices. This includes:
   b. Applying professional advice and expertise to support inclusive curriculum design and development, planning, teaching and assessment practices.
   c. Contributing to the development and continuous improvement of policies and implementation plans that underpin the Academic Strategy and make it 'live' in programme design.
   d. Working collaboratively with other parts of the Academic and Quality Development portfolio to ensure joined-up approaches and alignment of quality assurance and enhancement and embed an academic/pedagogic-led model.

4. **Maintaining expertise and Professional development**
   a. Proactively network with stakeholders to engender the effective sharing of knowledge and practice exchange, raising the profile of Access and Participation Plan Goals and innovative pedagogical approaches across the University.

b. Maintain up to date expertise and specialist knowledge in relation to specific areas of educational and academic development, e.g., assessment and feedback, mentoring and tutoring, technology enhanced learning.

c. Maintain an awareness of national debates and developing agendas around active and inclusive curriculum and pedagogies; use this evidence base to inform practice at Staffordshire University through advice, resource development, etc.

d. Engaging with professional groups and communities of practice, supporting the development of others and embodying high standards of inclusivity and professional integrity

e. Sharing good practice within Academic Development, across the wider university and externally

- Overall, this range of activities and portfolio of Academic Development supports the design and conduct of evaluation into the impact and progress of activities, including generating data on engagement in innovative pedagogical approaches. Present findings and produce reports with appropriate recommendations, supporting the wider dissemination of project findings.

- In addition to these areas the postholder will be expected to undertake any other reasonable duties as may be required by the Head of Academic Development and/or Director, including to contribute to the development of plans and support policy development and implementation.

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be by car. This will include potential travel to London and Stafford to deliver relevant services at these locations.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

You will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:
Dr Samuel Dent – Samuel.Dent@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.