

# Role Descriptor

<b>Role Title:</b>	Head of Educational Enhancement and Impact (CAA24-010)
<b>School/Service:</b>	Curriculum and Academic Affairs
<b>Normal Workbase:</b>	Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
<b>Grade:</b>	10
<b>Role Family:</b>	Specialist Expert
<b>Reporting To:</b>	Executive Director of Curriculum and Academic Affairs
<b>Responsible For:</b>	Inclusive Education Manager Digital Education Manager Educational Developer Impact Evaluation Officer Educational Enhancement Project Officer Educational Enhancement Administrator

## Summary of the Role

Lead on educational enhancement initiatives to enable staff to design and deliver high quality curricula, learning and teaching, and evaluate impact.

## Key Accountabilities

Develop and deliver educational enhancement approaches and activities to support academic and curriculum development and contribute to high quality student experience and outcomes.

Develop and implement an educational evaluation framework including mechanisms to gather evidence for, and evaluate, continuous improvement (e.g. student surveys).

Coordinate institutional planning, monitoring and reporting in relation to educational enhancement, including regulatory requirements such as the Access and Participation Plan and Teaching Excellence Framework.

Lead and manage the Educational Enhancement and Impact team and budget.

Provide expert strategic advice to the University on sector developments relating to educational enhancement and impact.

Represent the University with relevant sector bodies and networks (e.g. Advance HE).

## Role Dimensions

### Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to post-graduate level or equivalent professional qualification or relevant experience
- Senior (or Principal) Fellowship of Advance HE or equivalent professional qualification or experience

### Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Knowledge and experience of Higher Education (HE) environment and issues pertinent to learning and teaching
- Knowledge and experience of HE regulatory requirements in England such as Access and Participation Plans and the Teaching Excellence Framework
- Experience of leading institutional educational enhancement interventions in higher education
- Knowledge and experience of designing and delivering educational evaluation approaches
- Experience of managing staff teams and budgets,

### Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Specialist Expert role family as follows:

#### Handling and Driving Change

Demonstrates a positive approach to working in an everchanging environment. Seeks out opportunities to embrace change including technological, process, behavioural and organisational change

#### Sees the Bigger Picture

Thinks and plans several steps ahead. Delivering today's commitments with an eye on future changes and requirement. Works collaboratively across the organisation understanding where and how things link together to enhance the reputation of the University

#### Continuous Improvement

Focuses on improving performance in everything they do, encourages and supports other to do the same. Open to new ideas and changing ways of working to improve outcomes for all

#### Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

#### Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

## University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are 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.

## Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.