

1 Advertisement

Post Title: Academic Developer

School/department: Student Experience: Educational Enhancement

Hours: Full Time considered up to a maximum of 1.0 FTE.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 7677

Salary: starting at £34,304 to £40,927 per annum

Placed on: 07 June 2022

Closing date: 29 June 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The University of Sussex is seeking to recruit an experienced, creative and highly motivated Academic Developer to help implement and realise the aims of the University's exciting Learn to Transform education strategy.

The successful applicant will play an important role in enhancing educational practice across the institution, contribute to efforts to evolve the University's academic framework and will work collaboratively with colleagues and students across academic schools to enrich and innovate curricula.

Candidates will have a strong pedagogical understanding, knowledge of and experience in the use of educational technologies and a reputation of supporting excellence and innovation in teaching, learning and scholarship.

This will be a challenging and demanding role, requiring excellent communication skills, the ability to work collaboratively, personal organisation and flexibility. A commitment to continuing professional development is essential.

Please contact Dr Katie Piatt, Head of Educational Enhancement (currently Technology Enhanced Learning) on K.Piatt@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The Division for the Student Experience provides a range of administrative, academic and support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments. Our services include:

- Educational Enhancement (currently Technology Enhanced Learning)
- Academic quality and enhancement
- The management of student complaints and appeals processes, and compliance with UKVI regulations related to students
- Development of academic policy and procedures, including assessment regulations
- Student registration and ongoing maintenance of student records
- Timetabling of teaching and management of room bookings
- The management of student progress and assessment including the organisation of all formal examinations
- The Doctoral School
- Research Student Administration
- Statutory returns including HESA
- Careers and Employability Centre
- Counselling, Health and Wellbeing
- International Student Support
- Student Life Centre
- Student Support Unit
- Sussex Regional ACCESS Centre
- Chaplaincy

This post is located in Educational Enhancement which provides specialist services focussed on enhancing educational practice, supporting innovation in teaching and enriching student learning. The team comprises a group of professional educators, digital learning specialists and experts in project delivery and online user engagement. The team works collaboratively with Schools and Professional Service divisions to develop academic practice, provide advice, deliver courses of the highest quality and support in the effective and innovative use of technologies in teaching, learning and assessment.

3. Job Description

Job Description for the post of: Academic Developer

Department: Student Experience

Section/Unit/School: Educational Enhancement

Location: The Library (Hybrid)

Grade: 7

Responsible to: Head of Educational Enhancement

Responsible for: N/A

This is an exciting central role which will connect with a defined cluster of academic schools to support the development, enhancement and innovation of academic practice across the institution.

The academic developers are responsible for establishing and delivering a comprehensive programme of work, to ensure that academic staff and those supporting learning have access to pedagogical guidance and a range of resources to support their learning and teaching roles, curriculum development and the leadership of courses of study.

The post supports institutional efforts to assure academic standards and evolve educational practice across the University, guided by the aims of the University's Learn to Transform education strategy and associated projects and initiatives designed to deliver a truly exceptional student learning experience.

The post holder will make a contribution to the evolution of the University's Academic Framework and underlying curriculum design to facilitate new/innovative forms of delivery and assessment.

Key Duties and Responsibilities

- 1. Contribute to development of the University's Academic Framework and academic policies in line with the aspirations of the Learn to Transform education strategy in collaboration with University leadership and Schools.**
- 2. Develop new/innovative approaches to academic practice in consultation with colleagues.**
 - 2.1. Provide a strategic overview of academic development needs and responses across your designated cluster of Schools to inform the design and delivery of appropriate enhancement activities.
 - 2.2. Develop collaborative relationships with Directors of Learning and Teaching and academic and professional service colleagues involved in learning and teaching across the institution as well as external agencies and individuals within the field of academic development.
 - 2.3. Working in collaboration with academic staff in your designated cluster of Schools provide specialist guidance and support for the planning and development of teaching, learning and assessment and innovation of the student educational experience.
- 3. Design and deliver academic development activities to help meet the University's key learning and teaching priorities including assessment and feedback, student retention, progression, engagement, achievement and inclusivity.**

- 3.1. Proactively plan academic development provision and activities in line with issues raised at the School and Institutional level as the result of staff and student evaluations of programmes, survey data, requirements of professional and statutory bodies and feedback from external examiners.
- 3.2. Provide expert input and facilitation to University-wide workshops and other professional and curriculum development activities to enhance learning and teaching at the University ensuring accessibility to all staff including those with disabilities/specific learning differences.
- 3.3. To promote and support scholarship and pedagogic research in academic practice.
- 3.4. Contribute to institutional development programmes and initiatives including the Postgraduate Certificate in Higher Education.
- 4. Contribute to the assurance of academic standards and enhancement of academic practice through active support for Schools with validation events, periodic reviews and other aspects of curriculum development.**
- 4.1. Work closely with course teams to prepare for validation and periodic review and assist their decision-making in relation to curriculum design, especially regarding inclusive practice and the embedding of the University's graduate attributes.
- 4.2. Participate in internal/external review procedures as required.
- 4.3. Produce written reports and papers for institutional meetings or committees, such as the University Education Committee as required.
- 5. Identify, celebrate and disseminate effective practice in learning, teaching and assessment across the University.**
- 5.1. Contribute to and support the organisation of institutional educational awards, teaching and learning events and other enhancement activities.
- 5.2. Support colleagues prepare for professional recognition.
- 6. Maintain ongoing professional development in the field of higher education academic practice.**
- 6.1. Engage in relevant regional and national networks and projects so that best practice can be evaluated and transferred to the University where appropriate.
- 6.2. Undertake research, monitor or formally evaluate projects or initiatives as required.
- 6.3. Maintain and enhance specialist knowledge and understanding of learning and teaching issues in higher education.

This Job Description sets out current duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed

4. Person Specification

Qualifications	Essential	Desirable
A relevant degree or equivalent qualification.	X	
A postgraduate teaching qualification in higher education (or equivalent).	X	
PhD		X
Fellowship status with Advance HE or SEDA.		X
Certified membership of the Association for Learning Technology (ALT).		X

Skills and Abilities	Essential	Desirable
Strong organisational skills with the ability to set priorities and monitor their implementation.	X	
Ability to organise and facilitate effective workshops and to support peers in their learning.	X	
Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.	X	
Ability to liaise effectively with academic staff from a range of disciplines and confidently express points to peers and members of School/University management.	X	
Evidence of project leadership		X

Experience	Essential	Desirable
Experience in designing and delivering academic development opportunities.	X	

Experience of collaborating with colleagues across a range of subject areas in support of high quality learning and teaching.	X	
Experience of developing high quality teaching and learning resources with due regard to inclusivity.	X	
A proven track record of championing excellence in learning and teaching in HE.	X	
Experience of planning, implementing and evaluating projects and educational programmes.	X	
Experience of giving presentations / demonstrations and / or one-to-one training.	X	
A proven track record of scholarship and/or research relating to learning and teaching.		X

Personal Attributes	Essential	Desirable
Ability to work on own initiative and with effective independence.	X	
Ability to prioritise tasks and meet deadlines.	X	
Commitment to learn new skills and to keep abreast of developments in pedagogy, technology and the wider field of higher education academic practice.	X	
A flexible approach with a willingness to take on new tasks and projects within a team.	X	

High level interpersonal and communication skills with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.	X	
Evidence of a sustained commitment to continuing professional development and regular updating through membership of relevant external networks.	X	