

ABOUT LOUGHBOROUGH UNIVERSITY

Centre for Academic Practice

Academic Practice Development Advisor

Full-time

JOB REF: 5666

September 2016

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

JOB DESCRIPTION

Job Grade: Management and Specialist Grade 7

Job Purpose:

- To support and contribute to the management, delivery, evaluation and enhancement of existing accredited /structured provision.
- To support the work of the Centre for Academic Practice in enhancing the breath and quality of its provision to academic/other staff involved in learning and teaching;
- To support the development and embedding of a research-informed, evidence-based approach to teaching practice development;
- To promote links between generic and discipline-linked knowledge and the interchange of practice;
- To work with colleagues across the University and to deliver provision on both the Loughborough and London campuses

Job Duties:

1. To have operational responsibility for specified elements of HEA-accredited and other structured provision for academic and academically-related staff. To design and deliver teaching sessions, conduct a full range of assessment and support activities and play a major role in the review and further development of such provision.
2. To contribute to the Centre for Academic Practice's workshop and accredited provision as appropriate.
3. To seek opportunities to develop and implement new CPD initiatives, lead/contribute to existing CPD provision, and provide discipline-linked teaching practice development support to meet the needs of staff within schools/departments.

4. To support Probation Advisers, University Assessors, Associate Deans (Teaching) and other senior colleagues with teaching quality and development responsibilities in specific aspects of their role.
5. To play a leading role in developing provision to support the teaching practice needs of specific groups of staff (e.g. research staff, university teachers, technicians, international staff)
6. To identify existing resources and develop new resources for staff on specific areas of pedagogic practice.
7. To identify and disseminate examples of effective practice in learning, teaching and assessment drawn from external sources across the higher education sector
8. To undertake teaching projects and write up the outcomes for dissemination, implementation and/or publication as appropriate
9. To work proactively with academic colleagues in fostering links between teaching and research, securing an evidence-based approach to teaching practice, and promoting networking and sharing of effective practice
10. To gather intelligence from across the sector of potential areas of activity and avenues of funding that aid the development of learning and teaching on both campuses of Loughborough University.
11. To initiate/contribute to internally and externally funded projects and bids that enhance practice across the University and address national developments in learning and teaching across the higher education sector.
12. To work on collaborative initiatives with other areas of the University units (e.g. Academic Registry, Research Office, Enterprise Office, Mathematics Education Centre) which share an interest in learning and teaching.
13. To contribute to the Centre's income generation activities
14. To contribute to other Centre for Academic Practice activities as required.

Other:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>). In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>.

PERSON SPECIFICATION

Job Title: Academic Practice Development Advisor

Job Grade: Management and Specialist Grade 7

	Essential	Desirable	Stage to be Assessed
Experience	<ul style="list-style-type: none"> • Substantial experience of working with academic and other colleagues in relation to learning and teaching and learning initiatives within higher education • Experience of planning and delivering successful professional development sessions • Experience of producing resources/materials for professional development purposes 	<ul style="list-style-type: none"> • Experience of undertaking pedagogic projects in higher education • Experience of leading taught provision • Experience of HEA accreditation requirements 	1, 3
Knowledge	<ul style="list-style-type: none"> • A thorough understanding of the national developments in learning and teaching and more widely in higher education 		1,2,3
Skills and abilities	<ul style="list-style-type: none"> • Proven ability to utilize a range of research methods appropriate to pedagogic research and practice • Excellent oral/written communication skills • Excellent interpersonal skills, including a strong track record in presenting to/facilitating groups. • Ability to self-manage demands and to meet competing priorities and deadlines • Ability to effectively work independently and within a team • Competence in 		1, 3 1,2,3 1,2,3 1,2,3 1,3

	standard IT software packages		1,2,3
Training	<ul style="list-style-type: none"> • Commitment to own continuing professional development 		1, 3
Education and Qualifications	<ul style="list-style-type: none"> • Graduate • Membership of the Higher Education Academy 	<ul style="list-style-type: none"> • First degree in a relevant subject, and/or appropriate professional experience. • A higher degree 	1, 3 1, 3
Equality and Diversity	<ul style="list-style-type: none"> • Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace 		1, 3
Other	<ul style="list-style-type: none"> • Commitment to observing the University's Equal Opportunities policy at all times. • Sensitivity to the pressures placed on academic and other staff across the University 		3 1, 3

Stages in assessment:

1= application form at short listing,

2= selection test – i.e. presentation, in-tray exercise, data analysis

3= interview

Conditions of Service

The appointment will be on a full time, open-ended contract. Salary is within the Management and Specialist job family, Grade 7 (MA7) £39,324 – £46,924 per annum. Starting salary to be confirmed on offer of appointment.

*The appointment will be subject to the University's normal Terms and Conditions of Employment for **Academic and Related** staff, details of which can be found at:

<http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

Informal Enquiries

Informal enquiries should be made to **Dr. Nick Allsopp** by email at: **n.j.allsopp@lboro.ac.uk** or by telephone on +44 (0)1509 564662.

Application

The closing date for receipt of applications is **2nd November 2016**. Interview date is **14th November 2016**