

Principal Lecturer – Centre for Collaborative Learning – Grade J

Job Description

Purpose

To support the Director of CCL by providing academic leadership, contributing to student and staff development across the university. Contribute as a member of the CCL Leadership Team, to the vision and strategy of the University and of CCL, enhancing its profile and reputation within and external to the university. To represent and promote areas of responsibility nationally, overseas and on University and Faculty Committees.

Duties

1. Contribute to teaching and assessment, provide academic support to research students as required and undertake scholarly activity, appropriate to developing the profile of the area, and engage with quality assurance and enhancement across the university as required.
2. Work with academic teams to develop policies and practices with particular reference to student experience, success and achievement.
3. Work With the Centre's academic teams in developing approaches to facilitating student and staff development, for example in the areas of curriculum development, approaches to assessment, developing effective feedback approaches and confident academic advising. This may be through contribution to taught programmes such as the PGCert in Learning & Teaching in HE, as well as scheduled and bespoke workshops and individual/team consultancy to academic colleagues when required.
4. Undertake activities in relation to delivery of objectives in a strategic or thematic area, for example, Equality Diversity and Inclusion, degree apprenticeships, academic partnerships, quality standards, academic success, and integrity.
5. Engage with innovation and income generation activities as required and support academic teams with the development of business and research profiles as appropriate.
6. Contribute to the appraisal process, undertaking including regular one to ones and facilitating development as appropriate.
7. Participate in the recruitment, selection, and induction of new colleagues.
8. To ensure good communication with colleagues engaging with the Centre including Academic and Professional Services colleagues and engage in the scholarship of

student and staff development to evaluate and disseminate examples of effective/ excellent practice for internal and external audiences.

9. Support members of the University community in their engagement with the Centre, with the scholarship of student and staff development and the evaluation of related learning and teaching activities.
10. As a member of the Leadership Team, contribute to the development of its vision and strategy, enhancing its profile and reputation.
11. Ensure teamwork and collaboration across Schools and Professional Services.
12. Ensure collaboration with Schools, across schools and services within the university, encourage co-operation and facilitate meetings, producing reports as required
13. Support the work of senior managers, contributing to School and University-wide initiatives.
14. Undertake any other activities commensurate with the role as determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- A strong record of successful academic leadership in the field of educational and academic development including the evaluation of programme and curriculum development and enhancement activities (Application/Interview).
- Experience of successfully leading and managing projects focused on the enhancement of teaching and learning (Application/Interview).
- Working with outside bodies and/or employers relevant to the Centre Building and sustaining internal and external relationships (Application/Interview).
- Doctorate / Higher Degree or equivalent professional qualifications / experience (Application).
- Full membership of relevant Professional bodies in the area of academic development or teaching and learning e.g. Fellow / Senior Fellow of SEDA and/or the HEA Higher Education teaching qualification (Application).
- Organisational and project planning skills (Application/Interview).
- Self-motivated, self-reliant proactive and team building. Understanding of the contemporary challenges facing HE in the United Kingdom. (Application/Interview).
- People development with a strong continuous professional/personal development orientation (Application/Interview).
- Able to operate in a structured, complex and challenging environment (Application/Interview).
- Strong communication skills in verbal and written form and ability to generate clear and concise documentation (Application/Interview).

- Understanding of quality and governance issues related to academic leadership (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving together, Being Proud, Supporting all and Creating Opportunity, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Leading change to embrace new ways of working delivering innovative solutions development of strategy (Application/Interview).
- Involvement with national and / or international networks relating to the academic and educational development (Application/Interview).
- Engagement in and conduct of the Scholarship of Teaching and Learning, with peer reviewed outputs (Application/Interview).
- Credible and well respected academic track record in academic development as evidenced by professional networks and/or involvement with outside bodies relevant to the Centre's area of expertise (Application/Interview).
- Delivery and co-ordination of teaching, continuing professional development opportunities, support for the Scholarship of Teaching and Learning and pedagogic research and consultancy (Application/Interview).
- Ability to identify new opportunities and develop creative and innovative solutions (Application/Interview).
- QAA and regulatory processes and procedures related to management of course quality and delivery (Application/Interview).
- Supporting staff working towards professional recognition with the Higher Education Academy and / or the Staff and Educational Development Association (Application/Interview).