Teaching and Learning Projects Lead – School of Engineering and Computing – Grade I

Job Description

Purpose

To lead and coordinate the development and delivery of our innovative curriculum transformation projects. This pivotal role will oversee the end-to-end project management of curriculum content creation, the redevelopment of teaching spaces and strategic engagement with the University's Academic Quality Unit (AQU).

Duties

Curriculum Development Project Management

1. Lead the planning, execution and delivery of curriculum development initiatives, including digital content creation (videos, interactive quizzes, online content).
2. Support the innovative use of technology to engage learners and expand the range of learning and assessment in collaboration with academic staff.
3. Collaborate with academic teams to ensure content aligns with pedagogical best practices and industry relevance.
4. Manage timelines, resources and risk mitigation strategies to ensure successful project outcomes.

Teaching Space Redevelopment

5. Oversee the transformation of physical learning environments to support the new curriculum.
6. Liaise with Estates and Facilities to ensure spaces are technologically equipped and pedagogically aligned.
7. Ensure capital projects meet accessibility, sustainability and innovation standards.

Quality Assurance and Governance

8. Act as the primary liaison with the Academic Quality Unit (AQU) to ensure compliance with internal and external academic standards.
9. Support programme validation, revalidation and accreditation processes.
10. Ensure regulatory compliance and cohesion both internally and externally.
11. Maintain robust documentation and audit trails for curriculum-related activities.

Stakeholder Engagement

12. Work cross-functionally with academic staff, technical teams, external partners and students to co-create impactful learning experiences.
13. Facilitate workshops, consultations and feedback loops to ensure inclusive curriculum design.

Strategic Leadership

14. Translate strategic vision into operational plans and measurable outcomes.
15. Sponsor and lead strategic initiatives that enhance the School's academic portfolio and student experience.
16. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
17. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Proven experience in project management within a higher education or curriculum development context (Application/Interview).
- Demonstrable success in managing multi-disciplinary teams and complex academic portfolios (Application/Interview).
- Experience in capital project sponsorship, particularly in educational infrastructure (Application/Interview).
- Undergraduate degree in a relevant subject area or equivalent experiential learning (Application).
- Strong understanding of academic quality assurance, regulatory compliance and programme accreditation (Application/Interview).
- Familiarity with digital learning technologies and online content development (Application/Interview).
- Excellent communication, leadership and stakeholder management skills (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- PRINCE2 Practitioner or equivalent project management qualification (Application).

- Chartered Manager (CMgr MCMI) or membership of APM, CMI, or ILM (Application).

- IPMA Level D® or similar international project management certification (Application).

- Postgraduate qualification in Business Administration, Education Leadership, or related field is advantageous (Application).