



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Senior Academic Developer

Department/Division: Eden Centre for Education Enhancement
Accountable to: Head, Academic Development

Job Summary

The LSE Eden Centre brings together educational, digital and developmental expertise at the School to support the development of academic staff, enable curriculum enrichment and digital innovation. It works with academic and professional services colleagues across the School and in partnership with students to ensure research-rich inclusive education in line with the priorities of the LSE 2030 Strategy and 'Educate for Global Impact'.

The Senior Academic Developer will:

- Work collaboratively with Eden Centre team members, academic staff and other professional services colleagues to help deliver the education strategic priorities of LSE 2030 strategy and the LSE Eden Centre.
- Provide appropriate and high-quality consultancy support to academic departments and individuals within LSE on academic development issues.
- Lead in at least one area of thematic expertise within the academic development team (related to particular aspects of academic staff development, student engagement or curriculum enrichment) and lead on a programme or project with School-wide impact
- Contribute to other aspects of Eden Centre activity: this may include development and production of resources/guidance materials for LSE staff, working with other units in the School and involvement in institutional research.

Duties and Responsibilities

Teaching and development work

- Provide appropriate and high-quality consultancy support to academic departments and individuals within LSE on academic development issues.
- Work with members of the Eden Centre to develop the existing LSE academic development provision in line with individual and institutional needs, as well as any external requirements.
- Lead, design and deliver academic development activities /events to support the enhancement of education and the student experience at LSE in-person, blended and online settings.



- Lead in at least one area of thematic expertise within the academic development team (related to particular aspects of academic staff development, student engagement or curriculum enrichment)
- Lead and manage a significant programme or project for the Eden Centre at a School-wide level
- Contribute to the delivery of the LSE PGCertHE and ensure that participant assessment is handled appropriately, with due attention to assessment methods, feedback and grading schemes, and maintenance of academic standards.
- Develop innovative approaches to academic development work in consultation with colleagues in the Eden Centre and across the School. This may be in connection with individual or institutional requests for support coming from academic departments, resulting from strategic institutional developments, external requirements or be based on the individual post holder's interests/insights of ways that the Eden Centre can remain up-to-date and forward looking.
- Manage and contribute to the implementation of innovative teaching, learning and assessment projects including budget setting, staff supervision, communications and implementation.

Communication

- Communicate evidence-based practice-oriented ideas about academic development issues effectively in written and oral forms to a range of "audiences", in a variety of HE contexts.
- Produce accessible academic development materials on varied topics and in a variety of media, which may be used in face-to-face in-person and online teaching and learning, as well as asynchronous learning experiences.
- Make effective use of digital technologies in the context of academic development.
- Work with other members of the Academic Development team and the Eden Centre Professional Services team to effectively communicate about specific Eden Centre projects in terms of social media presence, website and other internal and external communications as required.
- Engage with and contribute to professional networks inside and outside the School to share best practice and represent the School to the wider educational development community.
- Raise the profile of Eden Centre's work within LSE and outside through networking and attendance at / contribution to meetings / conferences in the field of academic development.

Investigation, analysis and research

- Keep up-to-date on research into academic development issues in HE and ensure that the Eden Centre's work is evidenced-based and informed by the latest research in the field and that this expertise is communicated effectively across the LSE community.
- Take an active approach to the Eden Centre's work in reviewing, evaluating and measuring the impact of its activity.
- On request from the Head, Academic Development and Director, Eden Centre undertake institutional research projects, relevant to Eden Centre's activities.

Teamwork and motivation

- Work as an active member of the Academic Development Team in the Eden Centre.
- Collaborate actively with members of the Digital Education Team as appropriate.
- Liaise and work effectively with other colleagues in the School including in cross-functional teams and groups. This may include academic and professional services staff in academic departments across the School as well as colleagues in TQARO, LSE LIFE, LSE Careers and other professional service units.

Planning and organising

- Play an active role together with other members of the team in the forward planning of provision and activities including in organisational terms.



- Where necessary, participate in internal/external review procedures, with support from the Head, Academic Development and Director, Eden Centre.

Service Delivery

- Be a positive advocate for the Eden Centre and its education enhancement work both internally and externally.
- Demonstrate a commitment to inclusive education and respect for diverse identities and experience in all aspects of their work
- Provide effective leadership to colleagues including line management and/or the supervision of staff and/or students on projects.
- Be prepared to take on varied additional duties to support the effective running and changing/emerging priorities of the Centre.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.