



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Senior Academic Developer

**Department/Division:** Eden Centre for Education Enhancement

**Accountable to:** Head, Academic Development

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Educated to at least Master's level, preferably with social science background, and with a teaching-related qualification and/or HEA/AdvanceHE fellowship	E
	Substantial experience of teaching adults, preferably in the HE context.	E
	Substantial experience of academic development (preferably in the context of a research-intensive university).	E
	Proven track record of providing high-quality consultancy support to diverse academic communities.	E
	Evidence of creativity and innovation in teaching, enhancing the student learning experience and working collaboratively with students and colleagues.	D
	Specialist expertise in one or more of the following areas, preferably in HE: innovative approaches to teaching, assessment and student learning; curriculum design and development; student partnership; inclusive education; CPD schemes.	E
	Familiarity with professional development in UK higher education and the UK Professional Standards Framework.	E
	Evidence of experience with internal and external accreditation/review processes.	D
<b>Teaching and development</b>	Proven track record in designing and facilitating educational events (in person and online) and in developing learning materials appropriate to HE educational development contexts.	E
	Experience of teaching/leading on accredited programmes such as PGCertHE (or equivalent) and or CPD fellowship schemes.	E
	Experience in course design and development.	E



	Experience of portfolio assessment in the HE context.	D
<b>Communication</b>	Excellent verbal and written communication skills with ability to convey complex and highly detailed conceptual ideas to range of audiences.	E
	Strong interpersonal skills, including the ability to build effective working relationships and interact with staff at all levels in a sensitive manner to achieve positive outcomes.	E
	Ability to produce accessible user-friendly materials for in person, blended and on-line learning.	E
<b>Investigation, analysis and research</b>	Examples of involvement in Scholarship of Teaching and Learning activities (SOTL) appropriate for professional updating	E
	Evidence of involvement in programme monitoring/evaluation	D
	Evidence of engagement in academic research/ writing/ publication.	D
<b>Teamwork and motivation</b>	Substantial evidence of working effectively as part of a team as well as with colleagues across the wider organisation.	E
	Commitment to ensuring the integration of the School's Ethics Code in all aspects of the Eden Centre's work.	E
<b>Planning and organising</b>	Proven ability to work to deadlines whilst managing a varied workload.	E
	Evidence of the ability to take responsibility for particular areas of work, to forward plan accordingly and follow through to implementation and evaluation.	E
<b>Service delivery</b>	Proven track record of responding quickly, flexibly and professionally to different needs.	E
	Ability and commitment to integrating inclusive approaches to education in all areas of Eden Centre activity.	E
	Evidence of effective line management.	D

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**