ROLE PROFILE

Job Title: Faculty of Science Education and Student Experience Manager

Faculty/Department: Faculty of Science

Job family & level: Administrative, Professional and Managerial 4

Reporting to: Faculty of Science APVC Education and Student Experience and Faculty Operations Director

The Purpose of the Role:

To support the Faculty APVC in providing leadership and management to ensure successful delivery of the education and student experience elements of the Faculty's Strategic Plan, including providing support to the Faculty Digital Learning Director and to the Science Apprenticeship Hub manager. The role holder will contribute to Education and Student Experience strategy and operation planning; provide curriculum oversight; monitor, review and develop School and Faculty processes to continually improve the service provided to both students and staff. The role holder will work to improve student experience, identifying issues to be addressed, developing initiatives and managing projects to completion. They will ensure communication and relationship management with students, academics and Student Services in order to ensure the successful delivery of Faculty goals in relation to education and student experience.

Main Responsibilities

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<th>% time per year</th>
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<tr>
<td>Education and Quality Assurance Support and Management</td>
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1. Provide oversight of taught programmes in the Faculty
2. Support the development of Faculty-specific teaching and learning policies and procedures; ensure communication to all relevant parties including academic staff and Student Services; support the development of new taught programmes.
3. Liaise closely with Student Services to ensure that necessary procedures are followed.
4. Identify gaps or shortfalls in education and student experience information available to Schools and formulate solutions for these.
5. Support the Faculty APVC in liaising with and providing advice to Schools relating to:
   - Curriculum review and EEAR
   - Annual monitoring
   - Teaching Excellence Framework
2. **Teaching and Learning Enhancement**

- Work with key stakeholders in the Faculty and across the University to: identify and share best practice across the Faculty, co-ordinate initiatives to enhance the student experience and advise on the development, content, dissemination and implementation of new policy to enhance the student experience.
- Support the Faculty APVC and DLD in promoting the Faculty digital learning challenge and continue to work to increase the use of active learning techniques and of lecture capture.
- Support the Faculty Education Committee, Student Experience Committee, Digital Learning Committee, and Apprenticeship Committee chasing and monitoring progress against action points.
- Support the activities of the Faculty teaching-focused staff network and Faculty Communities of Practice.
- Audit progress against the University goal on teaching qualifications and support the Faculty APVC in promoting the Nottingham Recognition Scheme.
- Work with academics, the Students’ Union and Student Services staff to ensure an effective Faculty approach to feedback gained through Learning Community Fora (LCFs).
- Support work associated with student surveys (e.g. National Student Survey (NSS), NSES, PTES, PRES):
  - Work with the Faculty and School Marketing teams and Student Services Delivery staff to create and implement a strategy for encouraging students to participate.
  - Support the Faculty’s Teaching & Learning web and Moodle pages.
  - Support the Faculty’s Teaching & Learning seminar programme.
  - Support the Faculty’s Teaching & Learning small grant scheme.

3. **Project management**

- Support the Faculty APVC in identifying potential new initiatives based on research across the University and the wider HE sector.
- Support the implementation of agreed initiatives.
- Audit school activities relating to internationalisation in teaching and learning and support the Faculty APVC in promoting further activities of this kind.
- Audit school activities relating to employer engagement in the curriculum and support the Faculty APVC in promoting further activities of this kind.
- Analyse and track data relating to inclusivity and widening participation relating to taught programmes across the Faculty; support the Faculty APVC in identifying solutions.
- Provide high quality project management support, overseeing project schedules, developing documentation, monitoring progress and organising working groups.
- Organise training workshops and briefings.
- In liaison with School Marketing and Events teams develop, deliver and evaluate events to enhance the student experience.
- Evaluate initiatives and report to relevant senior members of staff on their effectiveness.

4. **Other duties as appropriate to the level of the post**
Knowledge, Skills, Qualifications & Experience:

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<th>Qualifications / Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Good honours degree in Science or proven track record of extensive relevant work experience in an equivalent role.</td>
<td>Postgraduate qualification.</td>
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<td>Skills, training and experience</td>
<td>Comprehensive, working knowledge of HE teaching and learning policies and procedures.</td>
<td>Knowledge of UoN systems, e.g. Moodle, Turnitin. Project Management.</td>
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<td>Proven experience in a relevant role. Change management and independent problem-solving.</td>
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<td>Proven ability to interpret and advise on complex guidelines and policy. Excellent verbal and written communication skills, including working with students to gather feedback and enhance their experience, drafting complex documentation, presenting, etc.</td>
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<td>Proven ability to work creatively and collaboratively with colleagues and students.</td>
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<td>Proven ability to negotiate, motivate and influence individuals and teams. Excellent IT and data literacy Excellent organisational and time management, including proven ability to manage a demanding workload with competing priorities and challenging deadlines.</td>
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<td>Tact, diplomacy, flexibility and discretion. Appreciation of other cultures and languages.</td>
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Additional Information

The role makes a direct contribution to the student experience elements of the Faculty’s Strategic Plan and requires significant grounding in a relevant role, sensitivity, tact, negotiating skills, respect, authority and trust in order to achieve its aims.