**Role profile**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Educational Enhancement Manager</th>
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</thead>
<tbody>
<tr>
<td><strong>Job family and level</strong></td>
<td>Administrative, Professional &amp; Managerial Level 4</td>
</tr>
<tr>
<td>School/Department</td>
<td>Governance and Assurance</td>
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<tr>
<td><strong>Location</strong></td>
<td>University Park Campus</td>
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**Purpose of role**

This role is within the Education Excellence Support team. This is a small friendly team who are key to supporting the University in its Quality Assurance and Quality Enhancement aims and activities, in particular the preparations for a full Subject Level TEF rollout. The team work closely with colleagues in Professional Services and Faculties across the University, in the UK and in China and Malaysia. This role will have a strong Quality Enhancement focus and will support the APVC Teaching and Curriculum, Head of Education Excellence Support and Deputy Director of Education Excellence in delivering teaching enhancement and teaching excellence. There is one direct report.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>1 Quality Enhancement (QE)</strong></td>
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<tr>
<td>- Working in the Education Excellence Team to manage the enhancement dimension of University processes. Specifically, in relation to the Educational Enhancement Assurance Reviews (EEARs). This involves setting and monitoring objectives, working with Schools to identify good practice and to identify where support is required. Particular focus will be on improving assessment practice and developing learner analytics.</td>
<td>15%</td>
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<tr>
<td><strong>2 Educational Excellence Group (EEG)/Education Student Experience Network (ESEN)</strong></td>
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<tr>
<td>- Working with the APVC Teaching and Curriculum, manage the EEG. Liaising with the Faculty leads, academics and professional service staff to set agendas and plan sessions/workshops. Including maintaining the EEG Sharepoint site and dissemination of output. Work with the Head of Education Excellence Support to manage the Education Student Experience Network.</td>
<td>15%</td>
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<tr>
<td><strong>3 Monitoring</strong></td>
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<tr>
<td>- To work with key stakeholders, for example Planning, Performance and Strategic Change (PPSC), APVCs Education and Student Experience and Directors of Education and Student Experience as well as colleagues in the team to support the University’s monitoring processes. Specifically data work involving review of Tableau and other University data data sources particularly related to the Access and</td>
<td>20%</td>
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<tr>
<td></td>
<td>Participation Plan (APP) and the attainment gap. Including working to develop action plans.</td>
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</table>
| 4 | **Quality Enhancement (QE) – TEF**  
  ▪ To provide data and case studies for the Teaching Excellence Framework, and contribute to the Institutional TEF submission. The role-holder will be a source of information and guidance for schools drafting subject-level TEF submissions. | 15% |
| 5 | **Enhancement Projects**  
  ▪ To work with the APVC T&C and the Associate Director of Educational Excellence in enhancement projects. This work is varied and you will support project management, conducting background literature reviews, support data collection as part of research and evaluation and help with dissemination and write ups. You may also be asked to support the creation of resources and guidance of good practice. | 25% |
| 6 | **Celebrate Teaching Excellence**  
  ▪ To work with External Relations, LRLR, Professional Development, academic leaders and other key stakeholders to build a culture of celebrating teaching excellence with UoN (by identifying, curating and forwarding stories of best practice and individual/team achievement and impact). | 5% |
| 7 | Other duties appropriate to the role and post-holder. | 5% |

**Person specification**

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
| ▪ Experience of managing quality enhancement activities in higher education settings  
 ▪ Excellent interpersonal communication skills (both oral and written) including report writing, drafting and presentation skills  
 ▪ Competent analytical and problem solving ability  
 ▪ Demonstrable ability to take ownership of challenging situations and to function independently as well as part of a team  
 ▪ Good organisation skills  
 ▪ Excellent Microsoft Office skills - familiarity with Excel is a must  
 ▪ Attention to detail  
 ▪ Teamwork, coaching and influencing skills | ▪ An appreciation of pedagogic and academic issues and process as applied to higher education  
 ▪ Advanced data collection and analysis skills and experience |
### Knowledge and experience

- Demonstrable experiences in an enhancement role
- A knowledge of the challenges facing current HE practices
- Experience of research and/or enhancement projects in HE: managing educational enhancement and/or research projects, conducting literature reviews in teaching and learning issues, data collection and analysis
- Experience of working in Higher Education
- Knowledge and application of the Teaching Excellence Framework
- Knowledge and application of the Access and Participation Plan
- Familiarity with literature in particular areas of priority (e.g. curriculum design, assessment, student learning)
- Experience of creating guides of good practice with reference to literature in teaching and learning

### Qualifications, certification and training (relevant to role)

- Degree or equivalent qualification and proven track record of relevant work experience

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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

### Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**

Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**

Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**

Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**

Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**

Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.
Key relationships with others

Line manager

Role holder

Direct report

Head of Education Excellence Support

Educational Enhancement Manager

Quality Assurance and Enhancement Administrator