## Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Professional Development Officer (Teaching &amp; Learning)</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Professional Development Team, Human Resources Department</td>
<td>Location</td>
<td>King’s Meadow Campus</td>
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### Purpose of role

To support and lead on aspects of teaching and learning development, with particular input into supporting the organisation, development and delivery of the Nottingham Recognition Scheme and other recognition and award schemes administered by Advance HE. To contribute to training programmes, activities and resources in teaching, learning and student experience; and help to deliver elements of the Education and Student Experience Strategic Delivery Plan.

### Main responsibilities

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<th>% time per year</th>
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#### 1. Nottingham Recognition Scheme

- The NRS supports staff in completing the internal assessment process required to become a member of Advance HE at either fellow or senior fellow level.
  - You will contribute to the further development, delivery and assessment of the scheme alongside the NRS Director
  - You will deliver briefings and classroom-based sessions, support individual members of staff with their applications and help manage the assessment process
  - You will chair assessment panels

#### 2. Education and Student Experience Strategic Delivery Plan (ESE SDP)

- You will form part of a team responsible for the development and delivery of elements of the ESE SDP that are closely related to professional development.
  - You will work with academic Schools and Faculties to ensure ESE SDP priorities are embedded in their professional development activities, which include curriculum design, enhancing student experience, and the development of diversified and inclusive models of teaching and learning.
  - In particular, you will play a leading role in the enhancement of the University’s approach to accessible teaching and learning.

#### 3. Participation in Teaching & Learning Committees and collaboration with senior leaders in education and student experience

- The University has a range of institutional and Faculty-level committees and groups involving University ESE leads, colleagues in Libraries, Faculty Associate Pro-Vice-Chancellors and Digital Learning Directors.
- You will represent Professional Development at the University's Teaching and Learning Committee
- You will collaborate on working groups with senior colleagues in Libraries, DTS and other professional services to develop resources and support available to enhance professional development across the institution
- You will liaise with the Faculty leads and their committees to ensure that the contribution of the Professional Development team is appropriate in the context of each local academic discipline
- You will provide data and expert input into the quality assurance and enhancement processes overseen by Teaching and Learning Committee (eg Educational Enhancement and Assurance Reviews, School Enhancement Plans)

### Teaching observation and individual teacher development
- You will contribute to the development and promotion of the University’s Teaching and Learning Observation College and its role in supporting the development of teaching excellence within Schools and Departments
- You will support individual members with their teaching and learning agendas

### Teaching awards
The University recognises excellent teaching through the Lord Dearing Awards, which is an annual competition for staff at the University. The Award scheme attracts 150+ applications a year.
- You will manage the process for applications, convene the assessment panel and look to revise and develop the scheme as necessary
- You will co-ordinate the application and review process for staff and teams developing claims for National Teaching Fellowships, Collaborative Teaching Awards and other sector-wide schemes that contribute to the standing of teaching and curriculum leadership
- You will contribute to discussions about new approaches to recognising excellent teaching across the organisation.

### Institution-wide teaching conferences and seminar programmes
- You will manage and organise the annual teaching conference for staff, liaising with a large number of stakeholders, identifying themes and subject-matters and ensuring that the conference is organised in an effective manner
- You will contribute to the development and delivery of other teaching and learning events and activities as appropriate
- You will facilitate the engagement of colleagues at UNNC and UNM in UK-campus hosted events
- You will lead the dissemination of academic practice showcased at conference and seminar-series events (eg through internal and external publication)

### Liaison with UNNC and UNM
You will provide advice, training and mentoring to colleagues at the University’s campuses in China and Malaysia to support a consistent good practice approach to the development of excellent quality teaching and curriculum.

### Professional standing
You will engage in the scholarship of teaching and curriculum development to ensure that the University’s professional development is evidence-driven and sector leading.
## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Excellent project management skills  
 |        | • IT competencies including knowledge of virtual learning environments  
 |        | • Excellent communication and presentation skills  
 |        | • Ability to work to deadlines and prioritise tasks  
 |        | • Ability to work independently and flexibility to collaborate with colleagues  
 |        | • Ability to work well in a team  | • Staff management |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | • Substantial experience in teaching or supporting relevant subjects in HE  
 |                          | • Planning and facilitating teaching development in HE through module convening and/or programme leadership  
 |                          | • Conference organisation – identifying relevant speakers and appropriate discussion/breakouts  
 |                          | • Excellent understanding of UK Higher Education sector and Quality Assurance systems  
 |                          | • Participation in relevant national networks  
 |                          | • Experience of delivering staff development workshops in a HE context  
 |                          | • Experience of evaluation of professional development and professional accreditation  
 |                          | • Knowledge and understanding of the principles, theory and practice of teaching and learning in HE  | • Track record of scholarly activity in T&L and appropriate dissemination |

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Postgraduate qualification in an education related subject (or equivalent academic standing)</td>
<td>• Fellowship of the HEA</td>
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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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

![Diagram showing relationships]

- **Line manager**
- **Professional Development Officer (Teaching & Learning)**
- **Role holder**
- **Key stakeholder relationships**
  - Colleagues
  - Students