University of Nottingham
UK | CHINA | MALAYSIA

Job title	Associate Director Educational Development	Job family and level	Administrative, Professionaland Managerial Level 6
School/ Department	Curriculum Nottingham Libraries	Location	University Park Campus

Purpose of role

The role sits within the Curriculum Nottingham strategic change programme. The purpose of the role is to realise strategic ambitions for the unique, globally appealing and inclusive education experience of the University of Nottingham by enabling the design of outstanding curriculum and enhancement of teaching practice. The curriculum portfolio will challenge and support students to thrive and graduate with the capability to change the world around them. This is a key part of the Education and Student Experience Strategic Delivery Plan and supports the university strategy.

The purpose of this role is to design and implement plans for educational development services to enhance curriculum design and teaching practice and develop associated frameworks and policy. The role holder will lead, manage and develop the Educational Development team and provide specialist advice at strategic and discipline levels for the design of curriculum, development of teaching practice and implementation of plans to meet institutional objectives.

This is a collaborative leadership role enabling strategic change, facilitating exchange of practice and building sustainable ways of working. The role holder will work closely with faculties, professional services and external networks to develop practice and solutions to improve the curriculum and education experience for the university's diverse student population. Specialist knowledge and an inclusive, engaging and highly organised approach are essential.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% of time
1	**Strategic leadership** ▪ Strategic oversight of and leadership of Educational Development services, frameworks and policy to achieve the outcomes of the strategic change programme. Responsibilities include advising on curriculum design, learning, teaching and assessment pedagogy, ensuring inclusivity, evaluating institutional needs and institutional learning. ▪ Leading collaboratively across the Curriculum Nottingham Programme, working with faculties and professional services to enable development of practice in line with the needs of disciplinary areas. ▪ Work to deliver a distinctive University of Nottingham education experience and shared curriculum design principles. ▪ Actively and constructively contribute to collaborative planning and decision-making on behalf of the Curriculum Nottingham Programme. ▪ Initiating and managing systematic and institution-wide change of practice in strategic areas to enable excellence in education. ▪ Leading consultations and working across multiple departments/services, anticipating needs for effective change. ▪ Planning resources (e.g. training, human resources, software and policy change) to support enhancement and innovation. ▪ Make recommendations on changes to university policy, systems and processes required to enable effective change. ▪ Build and maintain relationships with colleagues in Faculties, Schools/Departments, professional services to ensure that the needs of all stakeholders are understood and appropriately responded to in the context of the Educational Development and the goals of the Curriculum Nottingham programme. ▪ Build and maintain relationships with senior leaders at the University of Nottingham Ningbo China, and University of Nottingham Malaysia to ensure that the needs of the international campuses are understood and that curriculum benefits are realised for the entire institution. ▪ Identify good practice in the sector and contribute to dissemination activities within the University and relevant networks. ▪ Plan for the sustainability of the strategic change delivered by the Programme.	40%

2	**Curriculum Nottingham Programme Goals** • In partnership with the Programme Director and Programme Manager, scope Curriculum Nottingham projects and lead phased activities to realise the benefits of the programme and establish sustainable practice. • Design, lead, implement and evaluate projects with feasible and robust plans, defined outcomes, benefits measurements, key milestones, mitigation of risk and planned handoff points from/between projects. Monitor and report on activity, issues, risks and opportunities and seek appropriate solutions to challenges. • Manage resources effectively to maximise return on investment and operate within the financial constraints. • Work closely with faculty and school leaders, academics and leaders in Professional Services to develop excellence in curriculum design and delivery; align strategic change with operations, and enable sustained, strategic change. • Work closely with the Programme Director, Associate Pro Vice Chancellors in Education and Student Experience and the Chair of the Quality and Standards Committee for governance of policy and frameworks, and adoption of digital systems, developed through the Curriculum Nottingham Programme. • Work closely with appropriate colleagues in Planning, Performance and Strategic Change (PPSC), Registry and Academic Affairs (RAA) and Libraries to develop analytics and reporting for projects within the Programme.	25%	

3	**Leadership and Management** • Recruit, retain and develop an effective team. • Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the team. • Facilitate the development and empowerment of all staff supporting them to excel. • Lead and manage the team and work collaboratively with the Programme Director, Programme Manager and workstream leads to support team members to work in an agile way across workstreams and projects as required by the Programme. • Actively contribute to governance structures of the Programme and deliberative structures for Education and Student Experience. • Embed co-creation into ways of working for the team to create an inclusive and engaging approach.	20%	

4	**Develop and share expertise in sector-wide educational development practice** ▪ Network with fellow professionals in the wider community and representand promote the University's educational development activities on internal and external platforms. Provide expert advice, research-informed guidance and managementinformation across teams, workstreams/projects, services across the university. ▪ Lead on establishing partnerships and collaborations externally to increase the visibility of the University's innovations in Teaching and Curriculum development. ▪ Identify good practice in the sector and contribute to dissemination activities within the University and relevant inter/national networks.	10%
5	Any other duties appropriate to the grade and role	5%

Person specification

	Essential	Desirable
Skills	- Interpersonal skills, including negotiation, facilitation of group discussion and relationship building - Ability to lead on the development and adoption of sector-leading practice in assessment and curriculum design - Ability to convey complex issues and draft high quality position papers - Ability to communicate effectively orally and in writing in an intercultural environment - Workload, time management,and prioritisation skills - Ability to lead local and university-wide teams of colleagues in various roles and levels across the university - Project management skills	Research and evaluation skills
Knowledge and experience	- Detailed knowledge of current learning, teaching and assessment practice and trends, and the associated regulatory HE environment and key networks. - Planning and facilitating curriculum design and digital transformation of learning in HE - Considerable experience of leading teams in a complex HE environment across organisational boundaries - Recent and sustained experience of Educational Development in HE - Knowledge of theoretical frameworks relevant to curriculum design and assessment in HE - Proven experience of leading on complex transformation of institution wide practices (leading, influencing, working with others) - Experience of working with members of senior management create and implement plans to deliver strategic initiatives	- Experience of leading on the development of educational quality frameworks for excellence and their implementation in a complex organisational environment - Experience of representing and disseminating institutional work in national and international networks and for recognition - Experience of writing for publication on educational development and curriculum design - Experience of teaching or of supporting teaching
Qualifications, certification and training (relevant to role)	First degree or equivalent	Advance HE fellow (Senior Fellow) or other teaching qualification

As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.

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.   Development

Key relationships with other

Line Manager

Programme Director Curriculum Nottingham

Role holder

Associate Director of Educational Development

Key stakeholder relationships

Direct Reports

Colleagues

Students