



Job title	Educational Developer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Educational Excellence Team	Location	University Park Campus

Purpose of role

The Curriculum Nottingham strategic change programme enables the realisation of 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 practice. The curriculum 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.

As a member of a team of Educational Developers, led by an Associate Director, you will work collaboratively with academics, professional services and external networks. The purpose of the role is to enable university-wide enhancement of curriculum by the adoption of shared design principles. Initially focusing on resource creation, sharing practice and championing the vision for curriculum design, the team will plan and implement a programme of engagement, resulting in positive impact. This approach will enable schools and departments to evaluate redesigned academic programmes, enhance the educational experience of the university's diverse student population, and facilitate greater consistency. Specialist knowledge and an inclusive, engaging and organised approach are essential.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
2	<p>Resource development and practice-sharing to enable educational development</p> <ul style="list-style-type: none"> ▪ Take a leading role in generating and curating resources on a toolkit that is accessed by programme teams engaged in programme (re)design and enhancement of learning and teaching. Work with colleagues across schools, departments and professional services, for example the Libraries, Registry and Academic Affairs, Careers and Employability Service and External Relations, and with students to co-create evidence-based resources. ▪ Work with others to design and deliver support for change of curriculum and teaching across the university in line with plans and timelines for the Curriculum Nottingham Programme. ▪ Support programme teams to apply a set of core principles for programme design within the context of their individual, distinctive subjects. ▪ Where appropriate to meet the needs of faculties, independently, and with others, design activities to lead staff and students through an 	50%

	<p>evidence-informed and co-created approach to educational development.</p> <ul style="list-style-type: none"> ▪ Liaise with a variety of teams across the institution to draw on expertise to embed core values and capabilities such as inclusive learning design; digital capabilities; authentic assessment; sustainability and others. Employ this expertise in resource development. 	
3	<p>Engagement, promotion and dissemination to enable educational development</p> <ul style="list-style-type: none"> ▪ Establish and manage impactful mechanisms to share practice across the university and to showcase examples of application of the design principles by academic teams. ▪ Assist academic and professional service staff to develop their knowledge of holistic, inclusive, evidence-based approaches to programme design and educational development ▪ In collaboration with the team, disseminate the progress of the Curriculum Nottingham Programme, including by developing and delivering case studies, reports and presentations aimed at internal and external audiences. ▪ Identify opportunities for staff and students to disseminate and receive recognition for their work (for example: external conferences; internal events; Fellowship applications) and support with aspects of this as relevant. ▪ Work with the Curriculum Nottingham Programme Management Office to regularly update relevant colleagues and stakeholders on the progress of the Curriculum Nottingham Programme. ▪ Working with others, liaise with relevant stakeholders across the University to develop the programme and to embed Curriculum Nottingham, the design principles and evidence informed approach into business as usual. ▪ Be an advocate for holistic, inclusive, evidence-based approaches to educational development. 	30%
4	<p>Projects and Frameworks for educational development</p> <ul style="list-style-type: none"> ▪ Provide specialist educational development advice and share knowledge on programme-level design, inclusive curricula and pedagogies to a range of stakeholders across the university. ▪ Contribute to projects defined with the Associate Director for Educational Development, taking on the role of lead or active participant as appropriate and Programme Management Office for Curriculum Nottingham, and collaborating with colleagues to achieve agreed objectives, provide reports and evaluate impact. 	10%

5	Evaluation, Professional development and other <ul style="list-style-type: none">▪ Evaluate and report on progress in realising the curriculum design goals and benefits of Curriculum Nottingham.▪ Undertake professional and personal development to ensure continual development of skills and knowledge to support the role.▪ Any other duties commensurate with the role to support the work of Curriculum Nottingham .	10%
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills, including the ability to negotiate with a range of stakeholders, at all levels, both internal and external to the University. ▪ Proven ability to network effectively and work collaboratively with other staff within a team and organisation-wide. ▪ Ability to offer and actively respond to constructive feedback ▪ Excellent communication skills including high level of oral/written skills and the ability to disseminate work in a variety of formats. ▪ Excellent attention to detail and ability to produce high-quality work. ▪ Self-motivated and able to work to deadlines. ▪ Strong IT literacy, particularly of Microsoft Office 365 products (or equivalent), with a willingness to engage with and adopt new digital technologies. ▪ Ability to disseminate learning in a variety of formats (oral, written, audio-visual). 	<ul style="list-style-type: none"> ▪ Web authoring skills. ▪ An ability to analyse and interpret qualitative and quantitative data.
Knowledge and experience	<ul style="list-style-type: none"> ▪ An understanding of equality, diversity and inclusion in learning, teaching and assessment ▪ Experience of the enhancement of learning, teaching and assessment in Secondary, Further or Higher Education. ▪ Experience in creating and curating resources to support curriculum enhancement. ▪ Experience in designing and delivering workshops to staff and/or students. ▪ Good understanding of Higher Education teaching and learning and curriculum design. ▪ Experience of mentoring students or staff through a process to achieve an agreed aim. ▪ Experience of coordinating administrative tasks and projects across departments and involving a variety of stakeholders to meet deadlines. ▪ Ability to prioritise own workload and work according to tight 	<ul style="list-style-type: none"> ▪ Teaching experience or experience of working with student partners on enhancement projects, either in Higher Education or other relevant educational settings. ▪ Specialist knowledge of a range of the following: active collaborative learning; embedding themes through curriculum such as global, civic and sustainability; authentic and inclusive learning, teaching and assessment; embedding research throughout the curriculum, co-creation and evidence informed curriculum design.

	deadlines.	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree (or equivalent) or proven substantial relevant work experience. 	<ul style="list-style-type: none"> ▪ Fellowship or Associate Fellowship of Advance HE



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

