



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Officer, Leeds Institute for Teaching Excellence (LITE)



Salary: Grade 7 (£33,199 - £39,609 p.a.)

Reference: LITEI1015

Fixed-term for 3 years (specialist skills/project for a limited period)

We will consider flexible working arrangements

Research Officer Leeds Institute for Teaching Excellence (LITE)

Are you interested in working with colleagues to design, deliver and evaluate the success of projects that will have real impact on student education at the University? Can you contribute to the LITE's scholarly community?

You will be working alongside and supporting an impressive team of LITE Fellows and Teaching Enhancement Project Leaders to deliver a wide range of projects addressing important pedagogical challenges and educational developments.

The Leeds Institute for Teaching Excellence (LITE) embodies the University's commitment to excellence and innovation in education through its investment in a community of Excellence & Innovation Fellows (LITE Fellows) and Teaching Enhancement Project Leaders (TEPLs).

Reporting to the Director of LITE, you will apply your planning, analytical and evaluative skills and experience to contribute to the success of LITE projects, through short and longer term evaluation and publication.

You will be expected to contribute fully to the dynamism of the LITE's scholarly community, contribute content towards the digital and external-facing profiles of LITE and act as an ambassador at internal and external events. You will be provided with shared office space in LITE, and will operate as part of the LITE team supporting all LITE projects and activities.

What does the role entail?

As LITE Research Officer your major duties will include:

- Developing the processes to identify, gather and analyse appropriate information and data to inform the implementation and evaluation of LITE projects and activities;
- Providing guidance and advice on experimental design, project planning and impact evaluation strategies to LITE Fellows and TEPLs for a wide range of projects;



- Evaluating methods and techniques used, and results obtained by other researchers and to relate such evaluations appropriately to their own work and to the evaluation, progress and impact of LITE projects;
- Leading on data collection activities for the Leeds Curriculum Evaluation, including the development of evaluation methodologies such as interviews, focus groups and survey tools, liaising with relevant stakeholders as necessary;
- Organising and leading activities contributing to the research community of LITE, for example, by offering workshops, contributing to conference organisation and presentation and collaborating in the creation of 'toolkits' and other resources;
- Developing strong networks across the University, acting as a LITE ambassador at appropriate Student Education and Pedagogy events and conferences;
- Contributing to the LITE's reports and publications, both internally and externally, including peer-reviewed journal articles and to its digital showcase and communications, bringing together online profiles, project updates and case-studies and contributions to online blogs and news where relevant;
- Contributing to the publishing/dissemination of project outputs and impact within and beyond the University of Leeds and attending national and international conferences, including the University's Student Education Conference;
- Proactively identifying opportunities to work collaboratively with key stakeholders across schools and faculties to embed the recommendations from LITE projects; and
- Assisting LITE to secure external funding for strategically important Student Education research projects.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade and nature of the post.



What will you bring to the role?

As the LITE Research Officer you will have:

- A minimum of a Master's degree and/or equivalent relevant experience;
- Experience of, and a passion for, the scholarship of teaching and learning to enhance student education;
- Expertise in applying qualitative and quantitative research methods;
- Project management skills, including ethical approval, and experience of project evaluation methods and their application to a wide range of university projects;
- Excellent planning and organisational skills, focusing on delivering outcomes and assessing impact;
- Proven ability to work autonomously as well as flexibly as part of a collaborative team;
- Excellent written skills for differing audiences, including subject non-specialists and a sustained record of authoring material published in peer-reviewed journals; and
- Excellent verbal communication skills, including presentation skills and the ability to communicate effectively with a wide range of stakeholders.

You may also have:

- A PhD and/or fellowship of the HEA (at any level);
- Demonstrable experience of working in partnership with staff and students to enhance the student experience at a university;
- Experience of delivering and/or supporting teaching at University level;
- Knowledge of current developments in student education at the University and in the national context;
- Successful experience of being involved with the application for external research funding.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To discuss this opportunity further or for any queries you may have, please contact:

Dr Kelvin Tapley, Interim Director, Leeds Institute for Teaching Excellence

Tel: +44 (0) 113 343 4520

Email: K.Tapley@leeds.ac.uk

Additional information

The LITE website (<http://teachingexcellence.leeds.ac.uk/>) includes details of the current LITE projects which are typical of the range of projects this post will support.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

