



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Academic Practice Project Assistant, Organisational Development and Professional Learning



Salary: Grade 6 (£27,025 – £32,236 p.a.)

Reference: CSODP1022

We will consider flexible working arrangements

Academic Practice Project Assistant

Organisational Development and Professional Learning

Are you passionate about student education? Are you looking for an opportunity to develop your career in academic practice? Do you have experience of planning and implementing projects or initiatives with a focus on making a difference?

As a Project Assistant, you will work with colleagues in your team, academic leaders and student representatives to plan and deliver projects designed to enhance academic practice in learning, teaching and research. The projects and day to day work will be varied, and will evolve in keeping with the University and wider Higher Education landscape. The team's current activities include: review of the University's Continuing Professional Development Framework and the implications for our team's provision; a focus on enhancing our work through the use of blended and online learning activities; developing and implementing a framework for evaluating the impact of our work; and identifying and supporting professional development needs arising from university wide initiatives including Portfolio Review, Internationalisation and Inclusivity.

The Academic Practice Team provides development and learning designed to help staff be most effective in their teaching and their research. Our provision is shaped by local priorities, and is informed by national sector standards and best practice in learning, teaching and research development. We are part of the Organisational and Professional Development Department (OD&PL). This is an exciting time to join the OD&PL team at Leeds as we develop new approaches to academic practice and professional learning, spanning the breadth of academic roles and career pathways.

What does the role entail?

As an Academic Practice Project Assistant your main duties will include:

- Contributing to a portfolio of projects designed to enhance and reward academic practice in learning and teaching;
- Working closely with academic developers in OD&PL and with key contacts from the Faculties, Schools and Professional Services, to define project aims and intended outcomes;



- Designing, planning and implementing projects, using a range of appropriate planning and implementation tools and techniques;
- Monitoring and report on project progress with a focus on timely delivery;
- Devising appropriate communication strategies to support engagement with projects;
- Contributing to the evaluation of projects with reference to immediate and longer term goals;
- Providing support for the dissemination and embedding of project outcomes.

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 of the post.

What will you bring to the role?

As an Academic Practice Project Assistant you will have:

- Experience of working in a learning and teaching enhancement and/or an academic practice setting;
- A demonstrable interest in providing a high quality student education and awareness of the implications for academic practice and development;
- Experience of working on a number of projects concurrently, managing competing time demands, and taking a proactive approach to ensuring they are completed to agreed time scales;
- Experience of evaluating the outcomes of projects or strategic initiatives, with a focus on impact and realising the intended benefits;
- Excellent communication skills, both written and oral, including experience of report writing and delivering presentations; and evidence of an appreciation of using appropriate formats to meet the requirements of varying audiences and contexts;
- Excellent interpersonal skills, with the ability to work positively in a team and with a wide range of people, including experience of collaborating across formal team boundaries to deliver good outcomes;
- Ability to identify issues and explain them to others, and to work in partnership with colleagues to develop solutions;
- Ability to work with topics and content where there isn't a right or wrong answer, and the resilience to manage and work with diverse levels of engagement and varied responses to project developments and outcomes;



- Proficiency in the use of office software e.g. for email, spread-sheets, document creation and presentations, and working with web based information and communication tools;
- Experience of organising meetings and events;
- Proven ability to work independently and to meet deadlines;
- The ability to use initiative and judgement and to work with minimal supervision;
- Knowledge of current developments in student education and/or research in Higher Education, and an appreciation of the implications for professional development;
- A university degree level qualification or an equivalent qualification or professional experience.

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 explore the post further or for any queries you may have, please contact:

Louise Woodcock, Head of Academic Practice

Tel: +44 (0)113 3434047

Email: l.woodcock@leeds.ac.uk

Additional information

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.

