



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Academic Development Consultant, Organisational Development and Professional Learning



Salary: Grade 8 (£41,526 - £49,553 p.a.)

Reference: CSODP1026

We will consider flexible working arrangements

Academic Development Consultant Organisational Development and Professional Learning

Are you passionate about developing others? Do you have experience of supporting colleagues to develop their research and teaching practices? Are you keen to contribute to the development of new services to support excellent academic practice?

The Academic Practice Team works with staff at all career stages and our provision regularly evolves to ensure it is current and is supporting the University's priorities. The team's portfolio encompasses initial and continuing professional development for student education and research, including teaching and learning practices, supervision and leadership, academic integrity, funding, impact and sustainability, the effective use of digital technologies and career development and recognition.

In this role you will lead on provision for research integrity and ethics and initial professional development for teaching, particularly the programme for PGRs and researchers who teach or supervise students. You will design and deliver provision with reference to academic development needs and regulatory considerations and associated expectations for compliance. You will also lead or contribute to university wide projects contributing to the development and maintenance of effective environments for research, teaching and learning.

In addition, you will lead the work of the Post Graduate Research team, providing line management to individual colleagues and working with the Head of Academic Practice and three other Team Leaders to develop, manage, evaluate and promote the team's activities.

To succeed in this role you will be positive, enthusiastic and self-motivated with excellent facilitation and interpersonal skills, plus extensive relevant experience and knowledge to deliver development opportunities which meet the needs of staff and PGRs

The team is part of the Organisational and Professional Development Department (OD&PL). This is an exciting time to join the OD&PL team with opportunities to 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 Development Consultant, your main duties will include:

- Supporting academic practice by developing, delivering and brokering professional development for academics and researchers, including PGRs, with specific responsibility for research integrity and ethics and initial professional development for PGRs who teach;
- Continuous enhancement of our provision, including developing and brokering e-learning and blended learning;
- Building and sustaining partnerships with colleagues across the University to ensure a joined-up service approach to professional and organisational development services in academic practice;
- Line managing individuals in the PGR development team and facilitating team collaboration, with a focus on nurturing and sustaining high performance;
- Representing OD&PL on relevant committees, working groups and networks within the institution and beyond, and leading on these where appropriate. Currently these include the University Research Ethics Committee and Post Graduate Researcher Development Steering Group;
- Working collaboratively as part of the Academic Practice leadership group and the wider OD&PL team, contributing to our broad range of learning and development services;
- Leading projects and initiatives to enhance the work of the wider OD&L team;
- Engaging in continuing professional development to ensure that development carried out by the team is research-informed and evidence-based.

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 Development Consultant, you will have:

- Recent experience of leading and delivering successful learning and development provision in academic practice in higher education, aligned to local and national CPD frameworks, such as the Vitae Researcher Development Framework and the UK Professional Standards Framework for Learning and Teaching;



- Experience of working flexibly with colleagues to provide a collaborative, integrated approach to delivering professional and organisational development and change;
- Experience of leading a team to meet organisational objectives, and providing individual line management which supports engagement and high performance;
- Knowledge and experience of interpreting and responding to the requirements of research funding bodies, and other external stakeholders, and taking a collaborative approach in order to understand, influence and work credibly with a wide variety of individuals, groups and teams;
- Appreciation of the use of technologies for learning and development and experience of using these to enhance academic practice and development;
- Experience of successfully leading projects and influencing practices across an organisation;
- Excellent time management, planning and organisational skills;
- A positive and collaborative approach to achieving the aims of the OD&PL department, with a commitment to team-work and shared goals;
- A higher education degree or equivalent;
- Fellowship of the Higher Education Academy, or application in process and to be achieved during your first year in post.

You may also have:

- A Doctorate or equivalent.

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)113 343 4047

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.

