



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Academic Development Consultant, Organisational Development and Professional Learning**



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

**Reference: CSODP1027**

**Part time: 0.6fte**

**Fixed term for 12 months to cover maternity leave**

**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 academic practice? Are you keen to contribute to the development of new services to support excellent academic practice?**

You will be positive, enthusiastic and self-motivated with excellent facilitation and interpersonal skills, plus extensive relevant experience and knowledge to enable you to provide effective support to academic colleagues and Post Graduate Research students (PGRs).

You will provide expert input on a range of provision to support the enhancement of academic practice in learning and teaching. Our portfolio supports the delivery of the University's strategy for Student Education and includes: the credit bearing Post Graduate Certificate in Academic Practice accredited by the HEA; a scheme for professional recognition (PRISE); a programme for staff and Post Graduate Researchers who are new to teaching; and the provision of bespoke development interventions designed in consultation with Faculties and Schools. In this role, you will contribute across the range of provision.

The Academic Practice Team is part of the Organisational and Professional Development Department (OD&PL). Our provision is shaped by the University strategy and priorities, and is informed by sector standards and best practice in learning, teaching and research development. 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 Development Consultant your main duties will include:

- Supporting academic practice by developing, delivering and brokering professional development for academics and researchers, including PGRs;
- Designing, delivering, assessing and evaluating courses in academic practice, leading modules and programmes as appropriate, including credit-bearing and accredited provision (e.g. Advance HE);



- Contributing to the development and delivery of effective provision in support of colleagues' achievement of professional recognition for their academic practice;
- 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;
- Representing OD&PL on relevant committees, working groups and networks within the institution and beyond;
- Leading projects and strands of OD&PL's work;
- Managing and developing staff and acting as a mentor to less experienced colleagues;
- Working collaboratively as part of the wider OD&PL team, contributing to its broad range of learning and development services;
- 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;
- In-depth knowledge and understanding of the theory, practice and context for academic practice development in UK higher education;
- Experience of delivering credit-bearing courses in academic practice in Higher Education;
- Appreciation of the use of technologies for learning and teaching, and experience of using these to enhance academic practice and development;
- Experience of successfully leading projects;
- Highly developed interpersonal skills including excellent communication, presentation and facilitation skills, with the ability to write cogently and succinctly for a variety of audiences;



- The ability to work flexibly with colleagues and to adopt a creative problem-solving approach in order to understand, influence and work credibly with a wide variety of individuals, groups and teams at all levels;
- Excellent time management, planning and organisational skills;
- Commitment to and enthusiasm for academic development coupled with a commitment to customer service;
- A higher education degree or equivalent and a qualification in teaching/training (e.g. PGCHE, PGDip, MEd) and fellowship of the HEA (or application submitted).

You will also have expertise in one or more of the following areas of academic practice:

- Development of postgraduate and part-time teachers;
- Support for the academic development of postgraduate researchers;
- Developing and delivering support aligned to local and national CPD frameworks, such as the Vitae Researcher Development Framework and the UK Professional Standards Framework for Teaching and Supporting Learning in HE;
- Enhancing academic practice through evaluation and scholarship.

You may also have:

- Senior Fellowship of the Higher Education Academy;
- Experience of leading courses or programmes of study for university students, at undergraduate and/or postgraduate levels, with success in design, teaching, assessment and implementing effective evaluation practices;
- Experience of learning and teaching development activity to support effective online and distance learning environments.

## 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](mailto: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](mailto: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.

