CANDIDATE BRIEF
Teaching Excellence Manager, Strategy and Planning

Salary: Grade 8 (£39,992 – £47,722 p.a.)
Reference: CSSPO1038
Teaching Excellence Manager
Strategy and Planning, Corporate Services

Do you want to play a key role in the University securing its ongoing Teaching Excellence Framework (TEF) Gold rating? Can you provide leadership to ensure institutional engagement with processes? Do you have knowledge and recent experience of the Higher Education sector?

We are responding to our Gold rating in the recent Teaching Excellence Framework (TEF) by seeking to demonstrate ongoing commitment to achieving and demonstrating educational excellence in a research-intense university. A change programme is in development to systematically capture and evaluate the broad range of activities that support excellence in student education and outcomes. You will provide leadership and coordination across the University in capturing evidence of excellent student education and outcomes including coordinating future submissions to the TEF.

You will work closely with the Head of Policy, Funding and Regulation, Student Education leaders, Student Education metrics experts and a range of colleagues across the University to support ongoing readiness for TEF submissions. You will ensure institutional engagement with the processes supporting applications for TEF and will influence the development of future iterations of the TEF. Working with Business Change colleagues you will support delivery of a change project to embed processes that effectively evidence student education excellence and outcomes.

You will need recent experience of working in a Higher Education (HE) provider and the ability to respond flexibly to changing circumstances as well as the ability to build working relationships and influence colleagues across all levels.

What does the role entail?

As an Education Excellence Evidence Manager your main duties will include:

- Maintaining expert knowledge of student education policy and activity at the University of Leeds that supports quality enhancement and communicating that knowledge to a range of specialist and non-specialist audiences;
- Developing and managing a process to evidence educational excellence, at institution and subject level, for internal and external purposes, ensuring the process supports delivery of the Student Education Strategic Plan;
• Maintaining a thorough knowledge of the TEF landscape by keeping abreast of developments in the sector, and sharing information about developments within the University;
• Leading the production of future internal reports on excellence in student education and outcomes for key University groups and committees;
• Leading the development of future TEF submissions, working closely with key stakeholders across the University, planning university activity to support submissions and advising on and evolving appropriate governance structures;
• Coordinating pilot activity in preparation of subject-level TEF including:
  o Developing and administering appropriate governance and reporting structures;
  o Developing and managing an effective network of academic and professional service colleagues in faculties and schools;
  o Providing expert advice to colleagues at all levels involved in pilot activity;
  o Providing expert advice and acting as a point of contact for any involvement in external pilot activity and;
  o Co-ordinating and overseeing the development of submissions;
• Contributing to the University change programme in providing expert advice and insight, including:
  o Developing and implementing agreed processes to embed the evidencing of education excellence in business as usual activities;
  o Supporting the development of organisational expertise in evidencing excellence in student education across the University;
  o Promoting understanding, engagement and ownership of evidencing excellence within individual Faculties and Schools;
  o Identifying ongoing resourcing needs and recommending creative solutions to manage these;
• Developing and maintaining strong internal and external networks to support gathering evidence of excellence;
• Working with Communications to ensure effective and appropriate communication of both the change project and evidencing excellence in student education and outcomes across the University of Leeds.

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 Education Excellence Evidence Manager you will have:

- A degree, or equivalent level qualification;
- Strong knowledge and understanding of the HE sector and recent experience of working in an HE provider;
- The ability to work flexibly, adapting to changing circumstances;
- Strong analytical skills with creative approach to problem solving;
- The ability to organise and share information effectively through a range of means including verbally, online and in writing;
- Experience of producing high quality persuasive reports using a range of qualitative and quantitative evidence;
- A proven ability to work effectively as part of, and contribute to, effective teams, particularly informal teams dispersed across an organisation;
- A confident and professional approach in working with colleagues across all disciplines with a proven ability to build and maintain positive working relationships including with senior managers;
- A proven ability to influence senior decision makers in order to achieve delivery of objectives;
- Enthusiasm for the role and for what excellence in student education and outcomes means at Leeds;
- A proven ability to proactively identify and manage risk;
- Experience of working with a variety of high demands and priorities with tight deadlines;
- The ability to work independently with limited supervision and to make effective decisions including an understanding of when to request input of senior colleagues.

You may also have:

- Experience of producing a TEF submission;
- Experience of working with project managers to deliver change and ensuring the ongoing success of the change activity;
- Experience of working in quality enhancement.
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:

Dr Pam Macpherson Barrett, Head of Policy, Funding and Regulation
Tel: +44 (0)113 343 1839
Email: P.M.MacphersonBarrett@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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.