

## Principal Lecturer (Academic Development)

### Role Profile

<b>Salary:</b>	Band 6
<b>Working Hours:</b>	Full Time – 35 hours per week for nominal purposes (32 hours for nominal over four days during 4-day week pilot)
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Deputy Director (Academic)
<b>Direct reports:</b>	3 x Senior Lecturer(s) (Academic Development) for Digital Learning and Pedagogy, Assessment, APP and TEF, Senior Personal Academic Tutor, Librarian, Senior Digital Learning Manager
<b>Committee Membership:</b>	UoSIL Graduate Prospects Oversight, Enhancement to Student Experience Group, Assessment Innovation Programme (AIP) Steering Group, AI Applications Group, UoSIL Digital Forum, University of Sunderland Inclusive Learning Forum, Any other Committees/Boards/Groups as identified by the Deputy Director (Academic)
<b>Overall purpose/accountabilities:</b>	<p>Lead the University of Sunderland in London's (UoSIL) initiatives in academic development and excellence in teaching and learning through teamwork, staff development, collaboration, inclusiveness, information sharing and inspirational leadership achieved through both project management and team leadership.</p> <p>Lead the development and implementation of the University's Student Success Plan targets including T&amp;L metrics and goals/objectives aligned to the strategic aims and objectives of the University of Sunderland in London.</p> <p>Lead the Academic Development Centre, a team of over twenty-academic and academic related staff, to achieve these goals. This includes Senior Lecturers, Personal Academic Tutors, a Library team , a Digital Learning Team as well as close collaboration with the EAP team and the Academic Employability Team.</p> <p>Deliver and champion excellent customer service to all stakeholders at all times.</p>

## Job Description

Provide strategic academic leadership and operational management with regard to teaching and learning excellence, workload planning, authentic assessment design, academic development and the development of employability skills within the curriculum in line with University Student Success Plan and objectives.

Provide strategic academic leadership and operational management with regard to academic skills development and the three teams that deliver this to students; the Personal Academic Tutors, the Digital Learning Team, the Academic Library Team, as well as collaboration with the London Campus EAP team.

Lead the achievement of the strategic programme targets and outcomes of both UoSiL and the University of Sunderland (specifically the Student Success Committee) including the development, promotion and implementation of market-facing, innovative academic programmes that are well-placed in terms of TEF, APP, NSS or other metrics that are considered relevant or important by UoS.

Contribute to the annual academic review of all programmes and ensure they are fit for purpose and innovative and incorporate adjustments as required by APP, TEF, Employability initiatives, the Postgraduate Survey and NSS feedback.

Lead, promote and facilitate the development of excellent and innovative teaching and learning across all academic programmes within the curriculum and supported by extracurricular activities across the UoSiL.

Provide strategic leadership of the UoSiL Peer Development programme and other continuous professional development focused on enhancing inclusive, innovative, accessible and engaging learning, teaching and assessment.

Influence and encourage colleagues to place teaching excellence at the centre of their programmes concerning the requirements of relevant APP, TEFOFS and NSS targets and requirements.

Provide leadership and guidance to actively support the development of the UoSiL's enhanced student experience culture, ensuring it is supportive, inclusive and enabling high-performance teaching teams based on the development of academic staff. This includes but is not limited to the effective incorporations of Programme Enhancement Plans (PEPs), authentic assessments, and programme-specific assessment review policies.

Promote, support and facilitate engagement of academic staff at all levels with the Digital Learning Team, Library, Personal Academic Tutors, London Campus Employability/Careers Team and relevant University Committees, groups and centres.

Work in collaboration with the Head of Academic Operations and professional support staff to ensure that quality assurance aspects permeate all areas of teaching and learning.

Work in collaboration with the Principal Lecturer (Programme Development and Employability) to undertake value-added activities such as Programme Accreditation with appropriate outside agencies.

Work in collaboration with the Principal Lecturer (Research and Innovation) to support the University REF and KEF ambitions.

Work with Senior Lecturers/Programme Managers to implement a workload plan that ensures staff have equitable workloads and time to develop academic careers in their chosen route.

In collaboration with Senior Lecturers/Programme Managers, support and embed within the relevant academic programmes the role of the student voice and student consultancy with outside organisations to enhance the student experience and learning opportunity.

Actively promote the incorporation of engaging T&L material and activities within the VLE (Canvas) system to reflect current best professional practices, enhanced student experience, course design and student extra-curricular activities.

Develop appropriate external links with professional bodies, educational institutions, industry, commerce, the public sector, community bodies and other stakeholder groups, acting as an ambassador for the UoSIL.

Work co-operatively with Careers, Enterprise and Employability, and IT teams to ensure added value within the student experience.

Work cooperatively with Student Experience & Enhancement Department to contribute to effective engagement monitoring to drive improved engagement. Attend case management meetings to agree on approaches and ensure academic actions are completed.

Work co-operatively with Lecturers, Senior Lecturers, other Principal Lecturers, other members of the UoSIL and colleagues in the Sunderland campus to ensure added value within the student experience.

Support the development of new academic programmes and market-orientated commercial activities in collaboration with the Marketing, Recruitment and Admissions Team, Academics, and other relevant stakeholders.

Effectively manage all staff and resources, ensuring all policies and procedures concerning staff recruitment, selection, induction, appraisal, staff development, recognition, performance management, academic workloading, and health and safety are adhered to and consistently applied.

Contribute to the provision of excellent academic practice within UoSIL by making a balanced contribution across all areas of academic activity, as appropriate.

Commitment to promoting and incorporating our corporate values throughout all streams of academic programme delivery.

To promote and encourage the practice of the University's equality and diversity principles in contact with all staff, students and partners and any other relevant University requirements.

Identify and participate in continuous professional staff development as appropriate

Any other duties commensurate with the nature of the job, as determined by an appropriate senior manager.

**Other factors:**

This role may require some national and international travel to attend events in support of academic and professional development or recruitment activities.

**Generic to all Principal Lecturers:**

***All Principal Lecturers will perform a range of duties. Whilst it is not anticipated that all activities listed below will be covered by one individual, it is expected that individuals will make a balanced contribution to all areas of academic-related activity.***

**Teaching and Research.**

Contribute to the provision of excellent academic practice across campus. Resolving problems affecting the delivery of academic programmes and/or projects within own areas of responsibility and by associated regulations, procedures and good practice.

Make decisions regarding the operational and strategic aspects of own area of specialism, contributing proactively to decision-making within the academic team, campus or wider institution.

To teach, grade and, if required, moderate a range of programmes within the UoSIL academic portfolio.

Identify and respond to opportunities for strategic development of new courses, projects, income generation or other appropriate activity.

Write and contribute to publications or disseminate research and research findings using appropriate media such as presentations at conferences or exhibitions of work.

**Management.**

Coordinate the work of others to ensure that academic programmes are delivered effectively.

Acting as a role model and point of contact for colleagues across the team.

Lead, develop and/or participate in internal networks, for example, by chairing and/or participating in institutional boards and committees. Effectively representing the campus at an institutional level.

Effectively line manages all staff and resources, ensuring all policies and procedures concerning staff recruitment, selection, induction, appraisal, staff development, recognition, performance management and health and safety are adhered to and consistently applied.

Contribute to the overall management of the academic team in such areas as budget management and business planning. As well as being involved in strategic planning at a team/institutional level.

Provide consistent advice and guidance on institutional policy. Ensuring staff have access to appropriate briefings and staff development opportunities, as required.

### **External Engagement.**

Develop, lead and/or participate in external networks, for example with other educational bodies. Collaborating with colleagues in other institutions directly or through networks such as learned bodies.

### **Professional Development.**

Maintain knowledge and understanding at the forefront of the relevant area of professional practice.

Comply with the institution's expectations of an individual member of academic staff concerning their self-monitoring and continuing professional development.

## **Person Specification**

<b>Essential</b>	<b>Qualifications</b>  Degree or equivalent professional qualification in a relevant discipline.  Postgraduate qualification in an area relevant to the UoSIL teaching and research.  Senior/Principal Fellowship of Advance HE or equivalent.
	<b>Experience</b>  Demonstrable expertise in the areas of study skills, academic skills development and lecturer training.  Significant experience of teaching within Higher Education and proven experience of providing academic leadership as a team or programme leader.  Proven experience in offering extracurricular activities within a Higher Education institute and engaging in cross-faculty or University activity, which fosters both quality student experience, and key employability skills in students.  Demonstrable experience in relationship building and partnership working with, for example, large companies and/or public institutions.

	<p>Experience in the development and implementation of academic development initiatives in the HE sectors.</p> <p>Demonstrable experience in managing complex projects and change management processes concurrently in a timely fashion, including leading teams through change management.</p> <p>Record of accomplishment in developing, delivering and designing academic programmes.</p> <p>Proven experience in effective leadership and resource management skills (staff, budgets etc.).</p> <p><b>Skills &amp; Attributes</b></p> <p>Knowledge of University metrics (TEF, NSS, APP, KEF, etc), and how they can be used to drive change within the HE environment.</p> <p>Ability to network, initiate contact and build relationships with academic staff, designing and facilitating talks, briefings events, etc., to enhance engagement with them.</p> <p>Evidence of or potential to be an externally recognised scholar/teacher or authority in a relevant subject area.</p> <p>A proven ability to lead successful change management teams and ability to influence within HE.</p> <p>Proven understanding of professional, statutory and regulatory frameworks within the context of delivering Undergraduate and Postgraduate programmes within Higher Education.</p> <p>Proven knowledge and understanding of policies and procedures regarding Learning and Teaching, Personal Tutoring and Peer Observation.</p> <p>A meticulous approach to the preparation and scrutiny of academic documentation.</p>
<b>Desirable</b>	<p><b>Qualifications</b></p> <p>PhD/Doctorate.</p> <p>Membership in a relevant professional body.</p> <p><b>Experience</b></p> <p>Previous experience working on University-level committees about the development of academic development as part of the student experience.</p> <p>Experience in designing new courses, innovative learning materials, training events or networking activities.</p>

	<p><b>Skills and Attributes</b></p> <p>Demonstrable skills in recognising future trends, anticipating industry or sectoral developments and developing new and refreshing products to meet the demands of current and future employers.</p> <p>Proven familiarity with innovative teaching approaches and HE regulatory requirements.</p>
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