



Job Title: Academic Developer

Grade: 7

Salary: £39,906 to £46,049 per annum, pro-rata

Department: Education Services, Library Learning Services

Hours/Contract: Part-time, (0.8 fte, 30 hours per week) Fixed term contract till 09 February 2027

Job Family: Management and Administration

Reference: 12738

Role Purpose

- To provide module delivery and development for the University’s internal Postgraduate Certificate in Academic and Professional Practice (PGCAPP). Having an active role in the PGCAPP’s continuous review and improvement of the programme.
- To develop, manage and deliver academic professional development activity, including the experiential route for Advance HE accreditation across the University to support academic staff development, working closely with the members of the Academic Practice Development team and across Education Services.

Main Duties and Responsibilities

Academic Professional Development

- To continue to develop and deliver the first module of the Postgraduate Certificate in Academic and Professional Practice (PGCAPP), delivering the fortnightly on-campus sessions, undertaking moderation and assessment, managing module related student enquires, organising and taking part in micro-teach observations and group tutorial sessions and personal tutoring (as required).
- To contribute to the development of professional development programmes for academic staff in collaboration with colleagues across Education Services.
- To support the design and delivery of training programmes on teaching in Higher Education for Graduate Teaching Assistants and Postgraduate Research students who undertake teaching.
- To coordinate the design, development and continuous improvement of training and practice for personal tutors.

Stakeholder management and Curriculum Design and Development

To contribute to team and service planning and policy development to enable the Education Quality Enhancement and Development team to support the design and delivery of inclusive curricula and teaching practices. This includes:

- Applying professional advice and expertise to support plans to support inclusive curriculum design and development, and teaching and assessment practices.





- Working collaboratively with other parts of the Education Services area to ensure joined-up approaches and alignment of quality assurance and enhancement and embed an academic/pedagogic-led model.
- Leading and managing projects within area of expertise and/or contributing to team and service-wide projects

Professional development

To maintain an informed awareness of developments in the HE sector, with particular reference to inclusive curriculum design, delivery and assessment strategies. This includes:

- Engaging with professional groups and communities of practice
- Sharing good practice within the service, across the wider university and externally
- Supporting the development of others and embodying high standards of inclusivity and professional integrity

Developing a breadth of knowledge of the work of Education Services and contributing to all aspects of its work as required, including working with senior staff to initiate change and improvements, and to contribute to the work of Student and Academic Services including participating in key life-cycle events, such as graduation and registration.

Internal and External Relationships

Internal

- Members of Education Services
- Academic staff across the University
- Members of other professional services, including Estates and Digital Services, Careers, University Library
- Key stakeholders and academics in Schools including module and programme teams

External

- Education Developers and similarly aligned roles at other institutions
Relevant professional bodies, groupings and special interest groups

Planning and Organising

There is considerable autonomy and expectation to organise, prioritise and manage own work and that of others as necessary.

The post holder will be expected to contribute to the development of medium terms plans and support policy development and implementation

Qualifications, Knowledge and Experience

Essential





- Education to first degree level, or equivalent qualification*
- FHEA or SFHEA status*
- Excellent knowledge of the Professional Standards Framework 2023*
- Excellent knowledge of the criteria for accrediting Advance HE Fellowships*
- Excellent knowledge of curriculum design principles and inclusive assessment strategies*
- Knowledge of the higher education environment, key drivers for excellence and the importance of the student experience*
- Up-to-date knowledge of current issues and debates related to learning and teaching theory and practice
- Developing academic professional development programmes*
- Developing and delivering training programmes to enable staff to undertake teaching and/or develop their academic practice*
- Working collaboratively with academic staff and professional service colleagues in the design of curricula, applying professional expertise to support inclusive practices, and tailoring this to particular programme needs and disciplinary contexts*
- Designing, delivering and evaluating training*
- Using digital tools and technologies, such as virtual learning environments and lecture capture*

Desirable

- A postgraduate degree or equivalent qualification
- Assessing applications for FHEA and delivering training for assessors
- Supporting curriculum design projects in Schools and/or contributing to institutional projects related to the implementation of strategy

Skills, Abilities and Competencies

Essential

- Excellent IT and digital literacy skills
- Excellent communication, presentation and interpersonal skills
- Excellent planning, organisational and problem-solving skills
- Ability to build effective working relationships with a range of stakeholders
- Ability to apply professional expertise to inform decision-making
- Ability to work independently to solve complex problems and implement solutions
- Ability to take initiative to proactively investigate customer needs and articulate these to inform service development
- Manages own time effectively in order to achieve agreed objectives





- Proven track record in exhibiting confidence and resilient behaviour when working through challenging and difficult situations
- Demonstrates high levels of personal integrity and generate confidence and enthusiasm in others in order to achieve agreed objectives
- Manages competing demands and can prioritise tasks effectively in line with service objectives
- Demonstrates effective persuasion and negotiation skills

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.





Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

