

## Candidate Information

**Position:** Educational Project Developer  
**School/Department:** Education and Student Services  
**Reference:** 23/110687  
**Closing Date:** Monday 20 March 2023  
**Salary:** £35,333 - £42,155 per annum  
**Anticipated Interview Date:** Thursday 30 March 2023  
**Duration:** Permanent

### JOB PURPOSE:

To support the development, implementation and evaluation of learning and teaching projects within the institution. This post will focus on supporting projects that are aligned with institution-wide initiatives under the education, skills and student experience workstream of Strategy 2030.

### MAJOR DUTIES:

1. Support the development, implementation, and evaluation of education projects at the institution.
2. Provide specialist, professional education advice and bespoke project management support to academic and teaching staff to develop flexible and collaborative education projects in order to deliver a quality learning experience to students.
3. Collaborate with staff, students and other stakeholders to understand project requirements and deliverables, including identifying opportunities for improvement.
4. Deliver specific objectives within agreed deadlines, ensuring that professional and quality service standards are applied and maintained and that projects are delivered on time and within budget.
5. Monitor and evaluate the effectiveness of education projects and make recommendations for improvement. test and evaluate innovative solutions which will have an impact across the university and support subsequent embedding in schools.
6. Develop and maintain project plans, timelines and budgets including contributing to the drafting of policies and guidelines.
7. Communicate project progress and achievements to all stakeholders.
8. Identify support needs of academic staff and others with a teaching role who are seeking to embed educational innovation and contribute to the development of solutions tailored to their particular context.
9. Stay current with developments in education. Advise members of staff within team and across the University on changes and developments where appropriate.
10. Network with fellow professionals in the wider HE community to represent and promote own work and the work of the Centre, both within the University and through professional / specialist external bodies.
11. Deliver own work to a high-quality standard as part of the Centre for Educational Development (CED) and draw upon opportunities for a joined-up approach with other Professional Services and Schools.
12. Carry out other duties which are appropriate to the post as may be reasonably requested by the Head of Centre for Educational Development.

### ESSENTIAL CRITERIA:

1. \*A primary or higher degree, or equivalent plus a minimum of three years recent experience in an education-related role relevant to learning and teaching, with at least two of those years within a higher or further education context.
2. In the event that you do not meet this criterion, the University will also accept the following which has been deemed equivalent.
3. Substantial recent relevant experience demonstrating experience in an education-related role relevant to learning and teaching within a higher or further education context.
4. \*Minimum of three years recent experience of supporting learning and teaching through providing professional advice and support to academic staff.
5. \*Experience and track record in project management to include delivering and evaluating projects.
6. \*Experience in the production and analysis of information to inform complex management decisions.

7. \*Excellent IT skills in order to deliver on projects e.g. budget management, resource creation and communication.
8. An understanding of current trends in education, especially in HE. An awareness of broader developments as well as quality assurance and enhancement.
9. Excellent communication skills (written and oral) and interpersonal skills with the ability to communicate goals and engage and motivate others and achieve buy-in.
10. Evidence of ability to exercise initiative and use of independent judgement.
11. Strong interpersonal skills.
12. Ability to lead, develop, mentor, train and supervise others.
13. Well-developed analytical and problem-solving capability and a keen interest and proven ability to innovate in their work.
14. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.

**DESIRABLE CRITERIA:**

1. Fellow or Senior Fellowship of Advance HE.
2. Project Management training or qualification.