

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 7 July 2017

Interviews are planned for: 17 July 2017

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JOB DESCRIPTION – Job ref REQ00697

Job Title and Grade:	Education Developer Grade 8
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£32,004 - £38,183 per annum
Department/Section:	Human Resources
Responsible to:	Assistant HR Director (Organisational Development)
Reports on a day to day basis to:	Professional Development Lead (Organisational Development)
Purpose of job:	The Education Developer will work in partnership with colleagues across academic departments and professional services as we deliver our Education Strategy. A large part of the role is to provide support and consultancy to academic colleagues that complement curriculum planning, design and delivery. The post will support our successful professional development framework (CADENZA), and will take a lead role in sharing innovative education practice. The ability to understand the perspectives of others and to work collaboratively in finding innovative approaches will be essential for this role.

Duties of the Post:

The main duties of the post will include:

1. Lead or contribute to education projects as part of the successful implementation of the University Education Strategy.
2. Design and deliver support and consultancy to complement curriculum planning, design and delivery within academic departments.
3. Design and develop online resources and manage forums to disseminate good practice and encourage education excellence.
4. Identify support needs of academic teaching staff throughout the University to develop a 'through career' provision of teaching and learning support.
5. Manage the institutional Excellence in Education Award and provide support and guidance to submissions for National Teaching Fellowship Scheme and Collaborative Award for Teaching Excellence.
6. Manage the routine delivery of the University professional development framework (CADENZA), by delivering workshops and coaching support to applicants.
7. Contribute to the design, delivery and assessment of the University Postgraduate Certificate in Higher Education Practice.
8. Line manage permanent, intern and/or student staff to support activities within the Organisational Development portfolio as required.

9. Develop networks and contacts with key groups across the University in order to increase engagement and ensure effective communication.
10. Liaise with colleagues in the Organisational Development team to complete monitoring statements and identify key achievements in line with strategic documents and external requirements (Strategic Plan, Education Action Plan, People Supporting Strategy, Equality Framework and Sub Strategy) – and with a view to measuring impact.
11. Prepare appropriate papers, briefings and reports as required for relevant committees, working and project groups, and external monitoring groups as required.
12. Attend relevant events and activities external to the University and to develop and maintain appropriate links with external networks, groups and organisations to ensure up-to-date awareness of good practice within the Higher Education sector and elsewhere.
13. Any other reasonable duties as may be assigned from time to time by the Director of Human Resources or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

June 2017

PERSON SPECIFICATION

JOB TITLE: Education Developer

Qualifications /Training

	Essential	Desirable
▪ A good honours degree or equivalent level of experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Postgraduate qualification in learning and teaching or equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Fellowship of the Higher Education Academy (HEA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A coaching and mentoring qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of course design and delivering learning activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of applying different strategies to link research and education in the student experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing and delivering education-based projects and consultations in a Higher Education context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive knowledge of current pedagogical literature relating to teaching and learning in Higher Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using appropriate approaches to support learning, share ideas and manage information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of disseminating and encouraging good professional practice in a Higher Education context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of providing effective verbal and written feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of emerging issues in learning and teaching in Higher Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of leading change in the context of curriculum design	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent communication skills, both written and oral, with the ability to tailor communication to suit audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to understand different perspectives and manage the expectations of others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to engage with colleagues in understanding a problem, develop innovative solutions and prioritise actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills with the ability to build networks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to identify key issues in your role and take responsibility for managing your workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to use technology appropriately to create effective learning environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to drive sustainable change and improvements through resilient behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to the University's values and mission to deliver excellence in both education and research and to the principles set out in its People Supporting Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to developing your professional knowledge, skills and experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to taking responsibility for your professional judgement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

June 2017

ADDITIONAL INFORMATION

Human Resources

You can find more information about the department at the following link www.essex.ac.uk/ldev

General information

The University is clear in its commitment to individual contribution and to ensuring people are able to work in ways that suit them best within the limits laid down by the University and by their role. We want to be as flexible as we can be. Flexibility makes us responsive, productive, efficient and happy. If you are interested in this role but would need to work in an approach that is not full-time, you are encouraged to apply for this post and will have the opportunity to discuss your preferred working pattern if you are selected for an interview to the role.

Informal enquiries may be made to Paul Smart, Learning and Development Manager (telephone: 01206 873628 e-mail: psmart@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

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