Educational Adviser

Department: Student and Academic Services - Library, Archives and Learning Services

Hours of work: Full time, 37 hours per week

Contract type: Open

Salary: £33,309 - £40,927
Main purpose of the role

This is an open-ended post in the Programme Design and Learning Technology Team, to provide professional advice and support to academic departments in the Faculty of Sciences towards the development of their degree programmes. The postholder will provide guidance, training and strategic planning support to departments, highlighting opportunities to enhance student learning and the provision of engaging teaching and classroom activities, including the effective incorporation of learning technologies as part of the overall programme design.

The postholder will also contribute more widely to learning enhancement activities across the University, liaising between academic staff and the Programme Design and Learning Technology Team, and other academic and central service staff, in particular to support curriculum renewal efforts across all taught programmes.

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

Programme design and development activities

- To liaise with departmental Chairs of Boards of Studies, Chairs of Teaching Committees, VLE coordinators, and programme and module leaders, facilitating informed reflection on effective pedagogy, programme and module design, and the opportunities to enhance student learning and the provision of engaging teaching and classroom activities through the use of learning technologies;
- To advise staff on internal and external resources and good practice appropriate to their discipline, informed by the University’s strategic priorities and by developments in the sector;
- To promote and support the use of the University’s centrally-supported learning technologies, through the delivery of departmental training workshops tailored to local requirements, and provision of desk-side support to programme teams and academic staff;
- To maintain an up-to-date awareness of staff training needs across departments, feeding back training priorities to the Programme Design and Learning Technology Team;
- To advise staff on internal and external resources appropriate to their discipline and support available for e-learning;
- To assist in the evaluation of online learning activities and generation of case study reports on blended, fully online and distance learning course delivery;
- To organise dissemination events on e-learning best practices, to demonstrate the value of online delivery in supporting teaching and learning activities.

Learning enhancement

- To contribute to curriculum development and pedagogic support across departments, liaising with the Programme Design and Learning Technology team, and other academic and central staff in support of learning and teaching projects and the implementation of the new modularisation and semesterisation structure of the academic year.
- To perform other duties as required by the Head of the Programme Design and Learning Technology Team that may not be included above, but which are nevertheless consistent with the role and grade.

The postholder reports to the Head of the Programme Design and Learning Technology Team.
2. **University of York Responsibilities for Grade 6**

**Service and Operational Delivery**
- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

**Continuous Improvement**
- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

**Specialist Contribution**
- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
**Person specification**

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree or equivalent qualification/experience</td>
<td>Essential</td>
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<tr>
<td>A qualification related to the use of learning technology in higher education (e.g. CMALT)</td>
<td>Desirable</td>
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<td>Knowledge of the national learning and teaching agenda and of learning enhancement issues in HE.</td>
<td>Essential</td>
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<tr>
<td>Knowledge of pedagogy related to technology-enhanced learning and its application in the design of blended and distance learning courses across a range of academic disciplines</td>
<td>Essential</td>
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<tr>
<td>Awareness of e-learning standards and accessibility, disability, copyright and licensing legislation for e-learning</td>
<td>Essential</td>
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<tr>
<td>Excellent oral, written and interpersonal skills, in particular the ability to explain pedagogic and technical issues clearly to academic staff at all levels of technical and academic knowledge.</td>
<td>Essential</td>
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<td>Ability to deliver learning technology training and support to academic staff across a range of subjects.</td>
<td>Essential</td>
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<td>Experience in designing and writing user-support materials for online course design and delivery</td>
<td>Essential</td>
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<tr>
<td>Experience of working with academic staff across a range of subjects as an educational / curriculum development adviser, with a particular focus on technology-enhanced learning.</td>
<td>Desirable</td>
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<tr>
<td>Experience of evaluating the impact of an online learning and teaching project or activity</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
Communicate effectively in verbal and written formats, including the use of a variety of digital tools

**Behaviours:**

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement