Academic Practice Adviser

**Department:** Student & Academic Services

**Hours of work:** Full time (37 hours per week)

**Contract type:** Open

**Salary:** £34,308 - £42,155 per year
Main purpose of the role

This role will provide support across the range of activities undertaken by the Academic Practice Team, located within the Student Administration and Academic Affairs section of Student & Academic Services.

The post-holder will contribute to the design and delivery of high-quality credit-bearing professional development programmes, non-credit-bearing courses and workshops for teaching staff and Graduate Teaching Assistants. The post-holder will be expected to act in a professional advisory role to help individuals, departments and faculties to develop their curricula and teaching practice, and they will play an active role in supporting schemes that lead to professional recognition and/or which promote the scholarship of teaching and learning within the University. It is also expected that the post-holder will play a key role in the effective implementation of the Academic Practice Team’s impact evaluation activities.

Key responsibilities

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

1. **Role Specific Responsibilities**

   The post-holder will contribute to a range of activities to support the development of teachers and teaching practice at York, working with individuals and teams located at departmental, faculty and institutional levels. Examples of specific responsibilities include:

   1. contributing to the ongoing design, delivery and assessment of credit-bearing programmes and/or professionally accredited courses for staff and Graduate Teaching Assistants;
   2. contributing to, and where appropriate taking responsibility for, organising, developing and delivering workshops, events, courses and other activities to support teaching and teaching leadership development within the University;
   3. developing materials that support high quality teaching and teaching development, including digital and online resources;
   4. supporting, and where appropriate taking the lead in, the ongoing development of activities that promote the Scholarship of Teaching and Learning;
   5. contributing to the implementation of an impact evaluation protocol, to ensure that the work of the Academic Practice Team is able to evolve from an evidence-informed base;
   6. providing consultation support to one of the University’s faculties, and its constituent departments, which will include acting as a conduit to expertise within the wider SAAA team and other professional services;

   The Academic Practice Advisers are also expected to:

   7. maintain, through appropriate scholarly activity, an up-to-date awareness of HE pedagogy and innovation. This includes ensuring that work is informed by existing and emerging educational research; keeping up-to-date with advances in technology relevant to teaching and learning in higher education, and undertaking professional networking with the wider HE community;
   8. work collaboratively with other academic and central departments across the University to ensure that the learning and teaching agenda is developed and implemented effectively;
9. undertake other duties as required by the Head of the Academic Practice Team or Head of Student Administration and Academic Affairs that may not be included above, but are nevertheless consistent with the role and grade.

The post-holder will report to the Head of the Academic Practice Team. The post-holder will need to work effectively with a range of colleagues across the University for whom teaching, learning and assessment matters are a key concern. These include the Pro-Vice-Chancellor and Associate Pro-Vice-Chancellor for Teaching, Learning and Students, Faculty Associate Deans for Teaching, Learning and Students, academic and central services staff, student representatives and the student body more widely. The role holder is supported by the Student and Academic Services administrative 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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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A degree or equivalent qualification</td>
<td>Essential</td>
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<tr>
<td>A higher education teaching qualification or equivalent recognition</td>
<td>Essential</td>
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<td>Understanding of academic culture relevant to a UK research-intensive university and its implications for supporting and developing learning and teaching.</td>
<td>Essential</td>
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<td>Knowledge of good practice in, and effective approaches to, higher education learning and teaching and/or educational development.</td>
<td>Essential</td>
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<td>Knowledge of a range of current research regarding HE pedagogy.</td>
<td>Essential</td>
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<td>Design and deliver presentations/teaching sessions that engage participants and convey content in a meaningful way.</td>
<td>Essential</td>
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<td>Produce educational materials of a high standard in a variety of formats, including utilising digital learning technologies.</td>
<td>Essential</td>
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<tr>
<td>Experience of teaching and/or educational development in a higher education context.</td>
<td>Essential</td>
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<td>Experience of leading tertiary level learning/curriculum design</td>
<td>Desirable</td>
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<td>Experience of undertaking assessment of learning within a higher education context.</td>
<td>Essential</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:**
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<tr>
<td>Works collaboratively with others</td>
<td>Essential</td>
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<tr>
<td>Delivers a quality service</td>
<td>Essential</td>
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<tr>
<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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