Educational Advisor

**Department:** Education

**Hours of work:** Part time | 18.5 hours a week | 0.5 FTE

**Contract type:** Fixed term (until 31 January 2024)

**Salary:** Grade 6 | £34,308 - £42,155 per year, reduced pro-rata for part time working
Introduction

The Department of Education at the University of York wishes to appoint a 0.5 FTE Educational Advisor to work with Professor Rob Klassen for 1 year on an ESRC-funded research project, *Rethinking teacher recruitment: New approaches to attracting prospective STEM teachers*. The project is focused on developing and testing recruitment messages and technologies (including 'persuasive games') designed to recruit STEM undergraduates into teacher training. The post is available from 1 February 2023 until 31 January 2024.

A summary of the project can be found [here](#).

The Applicant

The applicant will liaise with partners, and develop educationally-relevant content that inform recruitment interventions. Applicants with recent teaching or educational leadership experience are preferred. Knowledge of educational technology, initial teacher education, or teacher recruitment would be advantageous.

The Department

The Department of Education is one of the most vibrant Education departments in the UK, with a research-focused and collegial environment that supports early career researchers to progress their careers. The department is known for its research quality and impact, ranked 5th in the UK for research and 1st for impact in the Times Higher Education 2021 ranking of the Research Excellence Framework.

Main purpose of the role

The applicant will be responsible for liaising with partners, organising content-writing workshops, and providing education-specific content development and reviewing for 'realistic job previews' and the recruitment game. The EC will work closely with partners by running workshops for content development and will help develop interview protocols with postdoctoral researcher and co-Investigator.

Key responsibilities

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

1. **Role Specific Responsibilities**
   - To lead on educationally-relevant content creation for recruitment interventions (e.g., by writing new education scenarios)
   - To liaise with partners to promote involvement in the project
   - To lead on content creation workshops

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.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
### Person specification

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<tr>
<th>Role Specific</th>
<th>Essential/Desirable</th>
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<tr>
<td>Degree in education or psychology or closely-related discipline</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of <em>initial teacher education, educational technology, and/or teacher recruitment</em> to engage in high quality research</td>
<td>Essential</td>
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<td>Excellent writing skills</td>
<td>Essential</td>
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<td>Ability to work as part of a team and also to work independently using own initiative</td>
<td>Essential</td>
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<td>Recent experience or relevant knowledge of teaching in the UK</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 | Essential |
- Gather, analyse, interpret and report complex data/information | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

**Behaviours:**

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