

JOB DESCRIPTION



Job Title:	Senior Academic Developer
Campus:	Hendon
Grade:	7
Salary:	£34,737 – £39,903 per annum (incl. Outer London Weighting)
Period:	Permanent
Reporting to:	Head of Academic Practice Enhancement/ Head of Technology Enhanced Learning

Reporting to

Job Holder: No direct reports

Overall Purpose:

To support academic development across the university but with particular responsibility for our School of Media and Performing Arts. The role will guide and advise programme teams in all aspect of curriculum design and work collaboratively with staff to take creative approaches to programme development. The post holder will work in partnership with Schools to coordinate, deliver and evaluate an effective suite of academic development, providing staff with expert advice and practical assistance in curriculum design, assessment and feedback practices and embedding learning technologies appropriately, using Moodle as the platform, to enhance the student learning experience. The post holder will be expected to participate in evaluation of initiatives and to adopt a scholarly, evidence based approach to their role and share best practice across the University and Schools. The post holder will be expected to undertake a Business Partnering Role with a named School (Media and Performing Arts).

Principle duties:

Pedagogic support

- Support academic staff in developing programmes. This may involve acting as part of the programme team and participating in validation events.
- Act as a consultant for staff (within the assigned School) in the pedagogic use of learning technologies to support the student learning experience.
- Support staff in designing and enhancing (e)assessment and (e)feedback activities.
- Work with Schools to identify staff development needs in regards to engaging with and embedding learning technologies in programmes. This may include developing one off or a series of staff development workshops, teaching on courses for new academic/support staff (i.e. PG Cert HE) or one-off consultations in collaborative project work.
- To provide, manage and contribute to learning development events across the University (University, School and Department levels).

Learning technologies support

- Act as a mentor or change agent in inspiring and/or encouraging staff, with a varying spectrum of knowledge, in engaging with and embedding learning technologies in curriculum design and assisting in the move to Moodle.
- Maintain an up to date knowledge of developments in the field of e-learning in order to advise on appropriate developments and technology solutions.
- Ensure compliance with legislation concerning accessibility and usability in e-learning.

Leadership

- Lead, develop and support staff development activities assisting staff in the move to Moodle and in pedagogic uses of learning technologies.
- Participate in School based meetings to support the academic development agendas
- Promote the use of Moodle and other learning technologies through the delivery of training and providing supporting information such as user guides and best practice documentation for staff in a variety of forms (e.g. f2f, online, short courses).
- Encourage, advise and guide on the appropriate use of learning technologies to support and enhance learning and teaching.

Evidence based approach

- Conduct evaluation (staff, student, stakeholders) of online learning materials reporting on impact where appropriate (written reports, feedback at meetings).
- Participate in university wide (home and overseas campuses) and external projects with stakeholders where appropriate
- Engage with research and scholarship taking an evidence-based approach to practice.
- Disseminate effective practice internally and externally, as appropriate.

Professional Development

- Undertake and engage in professional development activities, keeping abreast of current learning technology developments and educational practices.
- Sit on internal and external groups where appropriate.

Other Duties

- To undertake other duties as assigned by the Director of Learning and Teaching.
- The post holder must be flexible to the changing nature of this post and its requirements.

Person Specification

Attributes	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • A qualification related to learning and teaching/academic development in HE i.e. PGCert or HEA/SEDA 	<ul style="list-style-type: none"> • A Higher Degree
Experience	<ul style="list-style-type: none"> • Experience of supporting educational development • Experience of managing a Business Partnering relationship • Experience of designing, managing and implementing projects and assessing impact • Experience of and implementing projects in an educational environment • Experience of implementing technology supported learning using Moodle 	<ul style="list-style-type: none"> • Experience of coordinating multiple projects
Knowledge and understanding	<ul style="list-style-type: none"> • Thorough understanding of contemporary learning and teaching approaches and curriculum design • Good understanding of technology supported learning 	
Job related skills/aptitudes	<ul style="list-style-type: none"> • Ability to work collaboratively • Excellent leadership skills • Team working skills • Excellent problem solving skills • Good oral and written skills • Ability to work with staff of all levels • Ability to work to tight deadlines 	<ul style="list-style-type: none"> • Ability to lead projects • Ability to enthuse/inspire and motivate others
Other requirements	<ul style="list-style-type: none"> • Ability to be flexible and adaptable 	

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WORKING CONDITIONS

- Hours:** 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement.
- Annual Leave:** 30 days per annum plus 6 extra University days taken in conjunction with Bank Holidays
- Flexibility:** Please note that given the need for flexibility in order to meet changing requirements, the duties/ location of this post and the role of the post-holder may be changed after consultation.

The post holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.

The University has a no smoking policy.

No Parking at Hendon campus: There are no parking facilities for staff joining our Hendon campus, except for Blue Badge holders. Please ensure you can commute without a car.

Information on public transport to Hendon can be found here:
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, Cycle to Work scheme and bicycle and motorbike parking and changing facilities.

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If you wish to apply for this post please complete an application form found here:
<http://www.mdx.ac.uk/Assets/MUapform.doc>

Closing date for receipt of applications: 16 June 2014

Please email the completed application form to: recruit1@mdx.ac.uk or to The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT.

Please note that all incoming post to Middlesex University is opened and scanned by our document handler, CDS, and then emailed to the recipient.

If you do not want your application form to Middlesex University processed in this way please email it to recruit1@mdx.ac.uk

What Happens Next ?

If you wish to discuss the job in further detail please contact Deeba Gallacher on 020 8411 5692 or by email at d.gallacher@mdx.ac.uk

If selected for interview, you will hear directly from someone in the Service Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.