

JOB DESCRIPTION

Job Title: Academic Projects Lead	Accountable to: Associate Dean: Academic Enhancement	
Contract Length: 1 year fixed term (October 2020 - October 2021)	Hours per week/FTE: 14.80	Weeks per year: 52
Salary: £38,694.00 - £46,423.00 per annum (pro-rata)	Grade: 5, spinepoint 35	
College/Service: Teaching and Learning Exchange, ADS	Location: High Holborn	

Purpose of Role:

To undertake project leadership and curriculum development work guided by the Associate Dean: Academic Enhancement with a focus on decolonising curriculum interventions to reduce attainment differentials between white students and students of colour.

To work in partnership with students and staff to enhance educational practice in relation to diversity, inclusivity and student attainment through helping to deliver AEM strands aligned to the priorities of the University of the Arts London Access and Participation Plan with a focus on curriculum and attainment.

To work with Academic Enhancement Model Leads in each College to ensure that work aligns with College's enhancement agendas.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Duties and Responsibilities

- To contribute to the development and delivery of Academic Enhancement Model (AEM) strands of educational development
- To lead on curriculum development projects with a focus on decolonising the curriculum in partnership with staff and students
- To provide support (via staff development, workshops, development of resources) to staff who are seeking to decolonise curriculum and pedagogy
- To deploy UAL dashboard metrics to inform and direct work with a focus on attainment differentials and NSS Feedback

- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Associate Dean: Academic Enhancement
- Dean of Learning, Teaching and Enhancement
- Heads of College
- Associate Deans: Learning and Teaching
- Educational Developers
- AEM and Attainment team
- Projects and Resources Lead
- Equality and Diversity Team
- Relevant staff groups and communities of practice, including GEMS (Group for the Equality of Minority Staff), Shades of Noir, Decolonising Arts Institute

Specific Management Responsibilities

Budgets: NA

Staff: NA

Other (e.g. accommodation; equipment): N/A

Signed _____ Danielle Tran _____ Date of last review August 2020
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<p>Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE sector</p> <p>Possesses Degree level qualification</p> <p>Fellowship of the Higher Education Academy</p>
Relevant Experience	<p>Experience of planning and coordinating projects involving staff and students within a HE setting</p> <p>Experience of delivering staff development sessions in a HE setting</p>
Communication Skills	<p>Communicates effectively orally, visually and in writing adapting the message for online contexts and a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Leads and manages projects effectively, ensuring quality standards are met and objectives achieved</p>
Research, Teaching and Learning	<p>Analyses and evaluates feedback and applies up to date knowledge to inform the development of the provision</p> <p>Previous involvement with teaching and learning work that has an emphasis on championing the decolonising agenda</p> <p>Desirable: Experience of overseeing projects that evidence wide reaching impact and critical evaluation in a HE setting</p>
Professional Practice	<p>Contributes to advancing professional practice in own area of specialism</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Student experience	<p>Builds and maintains positive relationships with staff</p>
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems</p>