university of the arts london

JOB DESCRIPTION AND PERSON SPECIFICATION	

Job Title: Projects and Resources Lead	**Accountable to**: Associate Dean: Academic Enhancement

Contract Length: Maternity cover (September 2020- July 2021)	**Hours per week/FTE**: 0.5	**Weeks per year**: All

Salary: £34,326.00 to £42,155.00 (pro rata per annum)	**Grade**: 4
College/Service: Teaching and Learning Exchange	**Location**: High Holborn (and other sites as required)

Purpose of Role:

- To coordinate projects within the Academic Enhancement and Attainment team that connects stakeholders across the Colleges to help support anti-racist work, decolonising the curriculum, and reduce/close awarding gaps.
- As part of their coordination of projects, the post holder will also develop, monitoring, update and review related resources.
- The post holder will be a member of the Academic Enhancement and Attainment Team within the Teaching and Learning Exchange working in partnership with other colleagues across the University.

- 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:

- Work closely with the Associate Dean: Academic Enhancement and Academic Enhancement and Attainment team to coordinate projects which connect the team with stakeholders across UAL that are aimed at supporting anti-racist work, decolonising the curriculum, and reduce/close awarding gaps.

- The post holder will manage a few small-medium scale projects at the same time. Project coordination will involve organising meetings, communicating with stakeholders, developing and implementing project plans, and contribute analytical data for reports in liaison with Associate Dean: Academic Enhancement

- The role also involves having oversight of related resources and ensuring they fairly reflect the diversity of creative education at UAL. Design new resources, glossaries, simple templates for worksheets and presentations

- Play a key role in the Exchange, attending team meetings and contributing to team activities, and collaborate with colleagues as appropriate across 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

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

- Academic Enhancement and Attainment team
- Digital Learning Team in Exchange
- College-based attainment leads
- College based Associate Deans for Teaching, Learning and Enhancement
- Colleagues in UAL Digital team, IT Services, and in Internal and External communications

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Specific Management Responsibilities:

Budgets: -
Staff:
Other: resources including relevant subscriptions and software licences

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

Job Title: Digital Resource Developer: Attainment
Grade 5

Person Specification	
Specialist Knowledge/ Qualifications	Knowledge of basic web design and ability to upload/publish online Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE sector Possesses Degree level qualification Desirable: Knowledge of basic Indesign
Relevant Experience	Has experience of planning and coordinating projects involving staff and students within a HE setting Administrative experience Has successfully written, developed and delivered online resources and related communications Has experience of monitoring, review and maintaining currency of online resources Desirable: Has produced/written online content for use with Higher Education staff and/or students
Communication Skills	Communicates effectively orally, visually and in writing adapting the message for online contexts and a diverse audience in an inclusive and accessible way
Leadership and Management	Leads and manages projects effectively, ensuring quality standards are met and objectives achieved
Research, Teaching and Learning	Applies innovative and valid approaches in developing resources to support learning, reflecting best practice in technology enhanced/e-learning, and inclusivity

	Analyses and evaluates feedback and applies up to date knowledge to inform the development of the provision
Professional Practice	Contributes to advancing professional practice in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience	Builds and maintains positive relationships with staff
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: August 2020