



IMPACT

Head of Accredited Programmes and CPD

Reference: 0190-23

Grade: 10

Salary: £53,353 to £61,823, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

As a senior member of the Education team, you will have responsibility for leading the design, development and delivery of a suite of Advance HE-accredited postgraduate programmes in learning and teaching in Higher Education and CPD in learning and teaching for academic staff that align with institutional priorities and strategies for learning and teaching and meet the needs of Colleges. This will require you to work collaboratively with other members of the Education team and the wider Aston learning community to ensure high quality delivery through a range of approaches. Through this work, you will be supporting the Associate Pro Vice-Chancellor Education (APVCE) and the Pro Vice-Chancellor Education (PVCE) to drive enhancement and innovation in learning, teaching and assessment practice working in partnership with academic staff in Schools and Colleges as well as relevant Professional Services teams and reporting to the Associate Pro Vice-Chancellor Education (APVCE).

Main duties and responsibilities

- Lead the effective development and delivery of high-quality Advance HE-accredited postgraduate programmes in learning and teaching in Higher Education and CPD in learning and teaching for academic staff that align with institutional priorities and strategies for learning and teaching that meet the needs of Colleges.
- Take responsibility for assuring compliance of Advance HE-accredited postgraduate programmes in learning and teaching in Higher Education with UKPSF and be responsible for leading and ensuring the continued meeting of Advance HE accreditation requirements.
- Be responsible and accountable for the quality assurance of Advance HE-accredited postgraduate programmes in learning and teaching in Higher Education through institutional QA processes such as continual monitoring and review, periodic review and other institutional requirements.
- Direct, coordinate and contribute to the Department's CPD provision in line with institutional priorities, taking responsibility for creating, publicising and evaluating the offer.
- Lead and contribute to task-and-finish groups as appropriate where expert knowledge of learning and teaching is required.
- Produce effective learning resources in aspects of learning and teaching which can be used by academic staff to enhance and innovate their practice.
- Identify and share elements of good practice from across the organisation, building opportunities to showcase and publish outputs where appropriate.
- Work collegially and effectively with other colleagues within the Education team, the Aston Students' Union and academic and Professional Services colleagues across the organisation.
- Keep abreast of the best learning and teaching practices in the sector, making recommendations to the APVCE and PVCE for new areas to be included in the taught programmes where appropriate.

- Engage in continuing professional development and scholarly activity in the field of learning and teaching.
- Contribute to the development of Education team's external profile within the organisation and externally, leading and/or contributing to pedagogical research where appropriate, and in agreement with the APVCE and the PVCE.
- Draft and contribute to written reports and proposals on various aspects of learning and teaching (and, where relevant, evaluate their impact) as required by the PVCE and/or APVCE.
- Undertake other duties, commensurate with the post, as may be required by the PVCE and/or APVCE.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A good Honours degree • Postgraduate teaching qualification in HE or equivalent • Relevant Higher Degree • Senior Fellowship of Advance HE 	Application form
Experience	<ul style="list-style-type: none"> • Effective leadership and management of postgraduate programmes in learning and teaching in Higher Education. • Experience of successfully designing and developing UKPSF-compliant, high-quality, innovative postgraduate provision in learning and teaching in Higher Education. • Effective track record of leadership in quality assurance on postgraduate programmes in teaching and learning in Higher Education. • High level of knowledge and skills in directing, co-ordinating and contributing to CPD provision in Higher Education. • Excellent practice in working through influence across different staff groups and departments in Higher Education institutions. • A high level of insight and awareness of current academic and pedagogic issues in Higher Education. • Reputable / impactful scholarly activity related to learning and teaching in Higher Education. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> • Excellent written and communication skills. • Ability to communicate practical and theoretical ideas effectively in clear, concise and understandable ways. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Ability to plan and prioritise tasks effectively and to work well under pressure. • Able to meet deadlines. • Excellent teamworking abilities, including approachability, patience and reliability • Effectiveness in negotiating and persuading colleagues. • Effective and efficient chairing of meetings, committees and exam boards. • Competence in core digital skills including in the use of virtual learning environments such as Blackboard. • Commitment to continued professional development including scholarly activity 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Doctorate level qualification • National Teaching Fellowship or similar award for learning and teaching 	Application form
Experience	<ul style="list-style-type: none"> • Experience of supporting international staff in learning and teaching development. • Understanding of diverse forms of educational provision in Higher Education (e.g. work-based learning, degree apprenticeships, part-time and distance learning) and the implications of this diversity for learning and teaching. 	Application form and interview

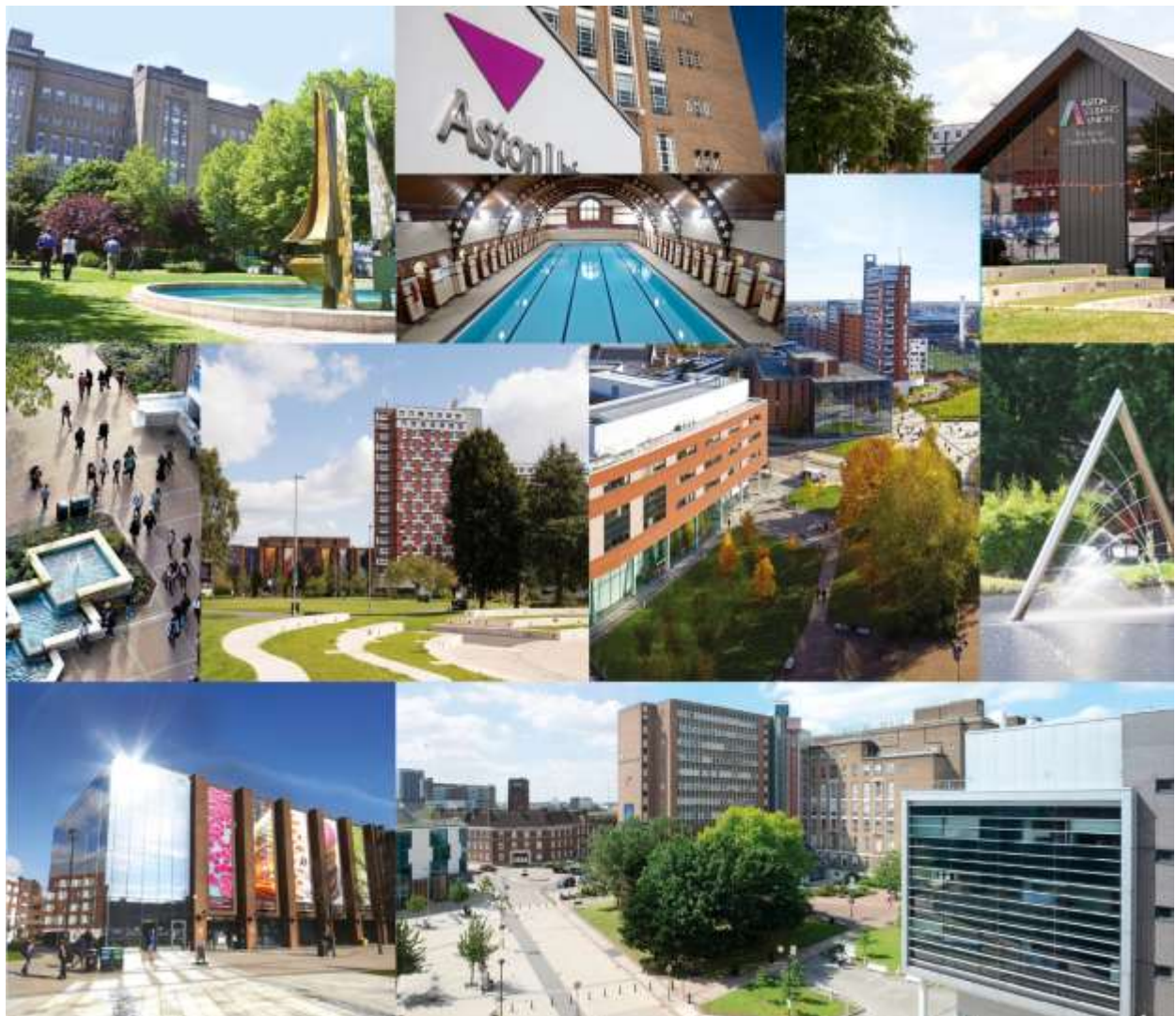
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ruth Ayres

Job Title: Pro Vice-Chancellor Education

Email: r.ayres@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

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gets real.**