

Job Description

Job title:	Curriculum Development Officer (Inclusion)
Department/School:	Centre for Learning & Teaching (CLT)
Grade:	7
Location:	University of Bath premises

Job purpose

The purpose of this post is to support curriculum and assessment design and development, ensuring that colleagues at the institution understand how best to support the diverse needs of all of our learners. Working with academic and administrative staff in the Faculties / School of Management, and the Curriculum Development Manager and other staff in the Centre for Learning and Teaching, the post will support the sharing of good practice in relation to inclusion, widening participation and internationalisation, and provide advice and guidance on curriculum and assessment development.

This post will be a key link between central professional support services, and academic and administrative staff in the Faculties / School of Management.

Source and nature of management provided

Curriculum Development Manager

Staff management responsibility

None

Special conditions

N/A

Main duties and responsibilities

1	Support the Curriculum Development Manager and academic and other administrative staff to establish a sustainable model for the development and enhancement of an inclusive curriculum.
2	Co-ordinate and where appropriate deliver training interventions that promote inclusive practice in teaching and learning, curriculum design and assessment.
3	Work with the Curriculum Development Manager and other staff in the Centre for Learning and Teaching to design and implement an effective communications strategy for the promotion of inclusive teaching and learning.
4	Undertake relevant research and horizon scanning into good practice in inclusive teaching and learning, in order to inform developments at the University.
5	Work with the Students' Union and student representatives to further develop student engagement within curriculum and assessment design such as leading focus groups.
6	Keep abreast of national Higher Education policy and good practice in order to inform developments at the University.
7	Work collaboratively with colleagues within the Centre for Learning & Teaching to promote the Centre as pro-active, supportive and outward looking.
8	Work collaboratively with academic and Professional Service colleagues to share good practice and to support the delivery of inclusive practice in all areas of provision at the University of Bath.
9	Develop guidance (written or using other media) on good practice in curriculum and assessment design and development.
10	Draft committee papers, reports, presentations and programme documentation as required.
11	Plan, organise and facilitate the delivery of events and workshops for programme development teams and stakeholders in order to support inclusive practice.
12	Work collaboratively with the Academic Registry to ensure good practice in curriculum and assessment development is underpinned by the University regulations and quality assessment framework.
13	Analyse data from a range of sources e.g. internal and external surveys
14	Engage with internal and external stakeholders e.g. alumni, employers

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Educated to degree level or proven ability to work at degree level	X	
Membership of the Association of University Administrators		X
Fellowship of the Higher Education Academy		X

Criteria: Knowledge and Experience	Essential	Desirable
Experience of supporting curriculum and assessment development	X	
Experience of developing and delivering inclusive approaches to curriculum and assessment design within Higher Education		X
Experience of developing curriculum and assessment using Technology Enhanced Learning and/or distance based learning		X
Experience of planning and managing a project to completion	X	
Experience of drafting committee papers and programme documentation	X	
Experience of organising and facilitating workshops and events		X
Knowledge of the national Higher Education policy environment and issues pertinent to inclusion in learning and teaching	X	
Knowledge of good practice in inclusive curriculum and assessment design and development	X	
Experience of developing resources and web page contents		X

Criteria: Skills and Aptitudes	Essential	Desirable
Excellent interpersonal skills and ability to develop strong working relationships with people at all levels	X	
Excellent written and verbal communication skills and ability to confidently communicate with a variety of stakeholders through a communications plan and informal means	X	
High standard of IT skills, with knowledge of MS Office, and ability to quickly learn new IT packages	X	
Develop and implement a sub-project plan as part of a larger project	X	
Ability to work on your own initiative, meet deadlines and manage competing priorities	X	

Ability to analyse data and produce reports and recommendations	X	
An active interest in setting and achieving high standards in stakeholder engagement	X	
Ability to think strategically and develop, review and implement policy and guidance	X	
Positive, proactive, professional approach and ability to mentor others where appropriate	X	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.