

JOB DESCRIPTION

Job Title: Curriculum Designer

Grade: AC3

Department: Vice Chancellor's Office

Responsible to: Strategic Projects Lead

Responsible for: N/A

Key Contacts: Academic thematic leads for Curriculum Shape, programme leaders, Curriculum Shape Project Manager, wider team of Curriculum Designers and Graduate Interns, subject matter experts from other departments including Academic and Learning Enhancement, Employability Services and Student Wellbeing Services.

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The University is embarking on an ambitious university-wide Curriculum Shape project, involving the redesign and revalidation of all programmes in the university to bring them into alignment with the new Greenwich Curriculum Framework. This is a multi-faceted initiative, impacting all faculties and schools and all service directorates.

To support this activity, we are introducing a structured and integrated approach to curriculum design, approval and validation. In this role you will be supporting programme teams to redesign their programmes in alignment with the Greenwich Curriculum Framework and revised Assessment and Feedback Policy. Working to the guidance of a senior curriculum designer, you will work closely with assigned groups of programme leaders and their teams, alongside quality assurance officers, thematic academic leads and other stakeholders, providing structured design workshops and responsive guidance and advice. You will provide a continuity of support running through the design and approval process.

KEY ACCOUNTABILITIES

Team Specific:

- Deliver a suite of workshops, guidance and support aligned with the Greenwich Curriculum Framework (GCF) and revised Assessment & Feedback Policy (AFP).

- Contribute to the design and maintenance of resources to guide and support programme leaders and their teams, for use in workshops and for self-access.
- Work collaboratively with an assigned group of programme leaders and their teams to align their programme and module structures, learning outcomes and assessment strategy with the GCF and AFP. This will include guiding and supporting any module redesign required.
- Collaborate with academic leads and other subject matter experts to provide workshops, guidance and support addressing priority themes (real world problems, employability, academic and digital skills and wellbeing).
- Work with the aligned Curriculum Consultant (graduate intern) to integrate student perspectives and inputs with the design work with programme teams.
- Work with programme leaders to integrate industry and external partner perspectives in the design of modules and programmes.
- Work with the aligned Quality Assurance Officer to ensure the programme leaders and their teams are well prepared for each approval point.
- Work with the CS Project Manager and the Project Assistant to confirm the schedule of workshop sessions and integrated approval points for each group of programme leaders you are supporting.
- Work in partnership with Quality Assurance to support programme teams to develop and record their provision through the university curriculum management system (CourseLoop).
- Provide oversight for ensuring the programme teams work to schedule and liaise with the Curriculum Shape Project Manager and Assistant to maintain accurate records of project progress and completion of tasks.

Generic:

- Support the work of the University in implementing the student success sub-strategy.
- Contribute to meetings at all levels of the University.

Managing Self:

- Manage competing demands and working to agreed deadlines.
- Develop and sustain effective relationships with colleagues from a range of disciplines and services.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.

- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Curriculum Design and Approval Team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- To be agreed with the line manager.

KEY RELATIONSHIPS (Internal & External):

- Academic thematic leads for Curriculum Shape, programme leaders, Deputy Vice Chancellor, Pro Vice Chancellor,
- Curriculum Shape Project Manager wider team of Curriculum Designers and Graduate Interns, subject matter experts from other departments including Academic and Learning Enhancement, Employability Services and Student Wellbeing Services.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experienced in implementing complex educational development projects to a high specification, aligned with institution wide goals, with ability to engage and work effectively with a range of stakeholders.
- Experienced in working effectively with programme leaders and teams to design programmes of study aligned to institutional frameworks, the relevant HE subject benchmarks and any associated Professional and Statutory Regulatory Body (PSRB) requirements.

- Experienced in promoting and implementing inclusive curriculum and assessment design to good practice principles, working with programme teams to embed approaches taking account of student diversity.
- Current knowledge of good practice in HE pedagogies, assessment methods, effective practices and sector trends, ensuring well placed to advise and guide programme teams.
- Experienced in working effectively with students as partners in curriculum development and learning and teaching enhancement.
- Experienced in designing and delivering workshops and other events to support programme teams, recognising the expertise these colleagues bring to the activity and taking account of disciplinary contexts.
- Experienced in designing supporting resources and materials such as online toolkits.

Desirable Criteria

- Expertise in one or more of the thematic priorities to be embedded in all programmes – real world problems, employability, academic and digital skills, wellbeing, authentic assessment.
- Experience of supporting programme teams through and a consistent and institution wide approach to curriculum and assessment redesign.

SKILLS:

Essential Criteria

- Skilled in promoting, guiding and supporting others to design high-quality student-centred curricula and aligned assessments.
- Effective in developing and sustaining relationships with a diverse range of individuals and teams, with the ability to respond and adapt to varied prior experiences, knowledge and expectations.
- Emotional intelligence and influencing skills to navigate group dynamics and manage varied levels of engagement constructively and professionally.
- Skilled in supporting teams /collaborators to stay on task, progress agreed activities and meet agreed deadlines.
- Digital skills for online and hybrid delivery of design workshops, and to produce and manage supporting resources.

Desirable Criteria

- Skilled in using digital tools – for example MS Loop or MS Planner – to track implementation activities transparently and collaboratively.

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level
- HE Learning and Teaching qualification, for example PGCert and/or Advance HE Fellowship.

Desirable Criteria

- Advance HE Senior Fellowship

PERSONAL ATTRIBUTES:**Essential Criteria**

- Flexible and adaptable approach to work, able to deal with complexity and competing demands on time.
- Ready to proactively identify and solve problems, willing to understand and address interdependencies with other initiatives and areas of work in the university which impact the curriculum design provision.
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.