

JOB DESCRIPTION

Job Title: Academic and Digital Skills Designer

Grade: AC3

Department: Vice Chancellor's Office

Responsible to: Strategic Projects Lead (Student Success)

Key Contacts: Curriculum Design Team, programme leaders and teams engaged in curriculum redesign, wider Student Success Team, Information & Library Services Academic and Digital Skills team.

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

Academic and Digital Skills Designers work with programme teams to ensure the development of students' academic and digital skills is integral in the design and delivery of programmes and component modules. You will form part of a collaborative curriculum design team, contributing expertise to advise, guide and enthuse colleagues in designing curricula and learning activities. You will promote approaches which are appreciative of diversity in student lived experiences and prior learning; take a scaffolded approach ensuring students can develop academic and digital fluency for success in their studies and beyond; and identify and promote opportunities for students to gain industry recognised certification for transferable skills.

KEY ACCOUNTABILITIES

Team specific

- Work collaboratively with programme teams to support the integration of academic and digital skills in programme and module designs.
- Support academics to identify the skills required to undertake different assessments and to schedule skills development across the programme in an aligned manner.
- Develop guidance and resources to support the embedding of skills development into teaching, learning, and assessment.

- Support the identification and implementation of externally certified training opportunities, aligned with learning outcomes, and supporting students' transferable skills and CV building.
- Design and deliver workshops and other CPD resources and activities to develop the capabilities of academic staff in delivering academic and digital skills content within their modules/programmes.
- Contribute to the evaluation of embedded skills initiatives and their impact on student success.
- Participate in aligned staff development activities and communities of practice.

Generic:

- Support the work of the university in implementing the Student Success Sub-Strategy.
- Work with colleagues across the University, being an effective advocate and representative for the collaborative design team.
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with university initiatives.

Managing Self:

- Manage competing demands and work to agreed deadlines.
- Develop and sustain effective relationships with colleagues within the team and beyond.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.

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 collaborative design team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- To defined with the line manager

KEY RELATIONSHIPS (Internal & External):

- Curriculum Design Team, programme leaders and teams engaged in curriculum redesign, wider Student Success Team, Information & Library Services Academic and Digital Skills team.

PERSON SPECIFICATION**EXPERIENCE:****Essential Criteria**

- Experienced in supporting curriculum design or enhancement in higher education.
- In-depth understanding of academic literacy and digital capabilities relevant to student success.
- Experienced and proactive in supporting others to develop academic and digital skills.
- Experienced in running workshops and facilitating skills development.
- Experienced in developing learning resources.
- Proven ability to adapt guidance to different disciplinary contexts.
- Able to contribute confidently and constructively to achieving shared goals within a multiprofessional team.

Desirable Criteria

- Experienced in identifying, promoting and embedding additional certified learning opportunities to enhance student opportunities.
- Experienced in supporting the development of academic staff.

SKILLS:

Essential criteria

Curriculum and learning design

- Ability to interpret and apply curriculum frameworks.
- Understanding of academic literacies and student skills development
- Familiarity with digital capabilities frameworks (e.g., Jisc Digital Capabilities).

Collaboration & Communication

- Strong facilitation skills.
- Strong interpersonal skills to work effectively with academic staff across disciplines.
- Ability to communicate complex ideas clearly and diplomatically.

Adaptability & Responsiveness

- Ability to tailor advice and resources to different subject areas and teaching styles.
- Flexibility in responding to evolving programme needs and priorities.

Digital Fluency

- Competent in using educational technologies (e.g., digital collaboration tools, Virtual Learning Environments).
- Familiar with using and promoting digital tools and resources that support student learning and employability.
- Experience in working to accessibility standards for digital content.

Project & Time Management

- Ability to manage multiple tasks and meet deadlines.
- Organised and detail-oriented in supporting curriculum initiatives

Evaluation & Reflective Practice

- Skilled in evaluating the impact of interventions, e.g., feedback collection and analysis, to reflect on practice and contribute to continuous improvement.

QUALIFICATIONS:

Essential Criteria

- Educated to degree level or equivalent.
- A Higher Education Statistics Agency (HESA) recognised Teaching Qualification (e.g. PGCert, Advance HE Fellowship) or commitment to work towards AHE Fellowship.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Committed to understanding and working in alignment with university policies and strategic priorities. e.g., student success strategy, student continuation and graduate outcomes.