

JOB DESCRIPTION

Job Title:	Learning and Teaching Projects Officer	Grade:	SG5
Department:	Greenwich Learning and Teaching	Date of Job Evaluation:	
Role reports to:	Learning and Teaching Projects and Policy Coordinator		
Direct Reports	None		
Indirect Reports:	University Director of Learning and Teaching Head of Quality Enhancement Student and Staff Engagement Coordinator		
Other Key contacts:	Other staff in Greenwich Learning and Teaching (GLT) Faculty administrative and academic staff		
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:

Greenwich Learning and Teaching (GLT) fosters learning and teaching excellence across the university. GLT offers:

- A high-profile 'home' for learning and teaching, which is a vital and valuable partner in achieving, recognising and sharing excellence university-wide;
- Coordinated leadership and support of learning and teaching quality assurance and enhancement which is embedded across the university and academic lifecycle;
- A portfolio of learning and teaching development activity that is focused on strategic priorities and on staff and student experience; and
- A forum for academic and student engagement with and ownership of the learning and teaching agenda, strengthening the university's capability for educational excellence and our impact on the quality of learning and teaching across the university.

The Learning and Teaching Projects Officer will provide project support for learning and teaching initiatives within GLT and university-wide, such as the 'innovation pipeline' of strategic enhancement projects.

KEY ACCOUNTABILITIES:

Team Specific:

The Learning and Teaching Projects Officer will provide project support for learning and teaching initiatives within GLT – for example the TESTA (Transforming the Experience of Students Through Assessment) programme – and university-wide, such as the 'innovation pipeline' of strategic enhancement projects. This will typically include:

- Data collection and analysis – both quantitative and qualitative, for example programme audits, questionnaires and focus groups – including evaluation of impact.

- Monitoring progress against project objectives, and – under the direction of the Learning and Teaching Projects and Policy Coordinator – identifying and implementing required actions.
- Contributing to the dissemination of project outcomes and outputs, for example by preparing and publishing reports and contributing to the GLT events programme (with the Student and Staff Engagement Coordinator).
- Project coordination, for example managing stakeholder liaison, arranging project meetings and maintaining documentation (with the GLT administration team).

GLT operates a 'matrix' structure whereby staff are responsible for activity in their own areas of expertise, but also work in multidisciplinary teams to deliver cross-functional areas of activity such as Faculty support; programme design and development; and strategic priorities such as the Teaching Excellence and Student Outcomes Framework (TEF).

The GLT projects portfolio includes work with Faculties, Schools and Departments across the university to support their local enhancement initiatives, as well as projects led from within the GLT team.

As part of the GLT team, the Learning and Teaching Projects Officer may also draw on the above responsibilities to contribute to institutional planning and reporting in relation to learning and teaching, for example the TEF (Teaching Excellence and Student Outcomes Framework).

Generic:

GLT staff work across all campuses of the university; national and international travel (for example to partner institutions) may also be required.

Managing Self:

GLT staff seek and embrace opportunities in the ever-evolving field of learning and teaching excellence. They are committed to enhancing students' academic experience, and to working in close partnership with others - academics, professional staff and students across the university - to achieve this:

- Ability to plan, prioritise and organise own workload, including working to tight deadlines.
- Self-motivated with the ability to work under pressure.
- Ability to respond quickly and flexibly to different needs, and actively to seek feedback and use the findings to inform practice.
- Ability to demonstrate effective team working skills.
- Keeping abreast of new developments and trends in higher education (HE) learning and teaching, and in project management (including evaluation and dissemination).

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health and 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.

Additional Requirements:

Undertake any other duties as requested by their line manager or the University Director of Learning and Teaching, 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 GLT delivers the required level of service.

KEY PERFORMANCE INDICATORS:
KEY RELATIONSHIPS (Internal & External):

- Greenwich Learning and Teaching staff.
- Faculty academic and administrative staff.
- Staff in Planning and Statistics.
- Greenwich Students' Union staff and student representatives.

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> • Knowledge and experience of working in project teams, preferably in an HE environment. • An understanding of evaluation and dissemination strategies in HE learning and teaching. • An awareness of good practices, developments and trends in HE learning and teaching. Skills <ul style="list-style-type: none"> • Excellent project coordination and organisational skills. • Good analytical and research skills (qualitative and quantitative). 	Experience <ul style="list-style-type: none"> • Knowledge and experience of statistical analysis including relevant software packages. Skills <ul style="list-style-type: none"> • N/A

<ul style="list-style-type: none"> • Excellent teamworking, interpersonal and communication skills. • Able rapidly to master project methodologies and technical requirements such as TESTA, and to implement and communicate these to others. • Able to manage a diverse workload, prioritise effectively and work under own initiative. • Able to work effectively under pressure. • Strong IT skills. <p>Qualifications</p> <ul style="list-style-type: none"> • A relevant first degree or equivalent experience. <p>Personal attributes</p> <ul style="list-style-type: none"> • A meticulous approach with excellent attention to detail. • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p></p> <p>Qualifications</p> <ul style="list-style-type: none"> • PRINCE2 or equivalent project management qualification. <p>Personal Attributes</p> <ul style="list-style-type: none"> • N/A
--	--