

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Academic Skills Advisor
Grade	6
Post to which directly responsible	Academic Skills Manager
Posts for which directly responsible	None
Purpose of Job	
<p>To provide teaching, online learning and other support for students to develop their academic, information and digital skills, both within their curriculum and independently, to support both their University and future career success.</p> <p>To proactively engage and collaborate with School, academic and professional services colleagues and to partner with students to raise the profile of academic, information and digital skills development and to embed this in the curriculum to enhance educational outcomes and the student experience.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To design, develop and deliver tailored teaching sessions, workshops, tutorials and e-learning resources for academic, information and digital skills development, both face-to-face and using digital technologies, embedded into the curriculum. 2. To support students at all levels and from all Schools: to develop as independent learners and critical thinkers to support their successful continuation and completion; to best exploit the learning resources available within the Library's collections; and to develop key skills transferable to the workplace. 3. To create, develop and deliver a range of opportunities for students to develop their academic, information and digital skills outside the curriculum, both in person and through the use of various digital technologies; and to deliver these in a variety of ways, including through 1-to-1 appointments, workshops, website resources and online modules. 4. To build relationships and work in active partnership with academic staff to embed academic skills teaching and online learning into the curriculum, working collaboratively to understand and meet their students' needs effectively. 5. To provide professional advice on student learning development and to actively promote the resources and expertise available. To act as a source of consultancy on best practice in teaching, learning and assessment of academic, information and digital skills development to course teams, professional services colleagues and student stakeholders. 6. To participate in course and module development and review, advising on best practice in academic, information and digital skills teaching, support and assessment, promoting inclusive and impactful teaching practices. 	

<ul style="list-style-type: none"> 7. To collaborate and work with students to enhance and empower learner peer support. 8. To play an active role in developing the Academic Skills team's service and strategy, bringing insights of School and University priorities and knowledge of sector developments, to inform continuous improvement and development. 9. To be the operational lead for an area of Academic Skills provision/ support, this may be related to specific expertise or specialism, for example: Maths, Statistics & IT, English for Academic Purposes, International Students, Information or Digital Literacy. 10. To follow established procedures for the operation of LLS and to assist in maintaining and operating the service. 11. To lead and participate in relevant staff development activities, to develop new skills and competencies to meet the changing needs of the service, and to mentor staff and student workers as required. 12. To lead and contribute to the work of various project groups, as required. 13. To supply reports and statistics as required by managers and to evaluate services to support continuous improvement and quality assurance initiatives. 14. To ensure compliance with appropriate legislative requirements including licensing, data protection and copyright. 15. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events. 16. Performance of other duties commensurate with the grade of the post as directed by a senior manager.
<p>Equal Opportunities</p>
<p>We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.</p>
<p>Safety, Health and Wellbeing</p>
<p>You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.</p>
<p>Physical Conditions</p>
<p>The Academic Skills Team works across both City and Headingley campuses. A limited amount of home working may be possible. Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and campuses as appropriate.</p>
<p>Relationships</p>
<p>Line Managed by the Academic Skills Manager, and accountable to the Head of Engagement and Resources. The postholder will work closely with staff and managers across the service and will work with and support the academic, administrative, technical and managerial staff of the University.</p>

Terms & Conditions
<p>Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.</p> <p>Salary is currently within Grade 6 (£). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.</p> <p>Annual leave entitlement is 38 days.</p> <p>Occasional evening, weekend and Bank Holiday working may be required.</p> <p>Hours of work per week = 37.</p>
Probationary Period
<p>Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.</p>
Pre-employment Health Assessment
<p>Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.</p>
Qualifications
<p>In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.</p>
Closing Date
xxx (midnight)
<p>Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.</p>

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Leeds Beckett University – Employee Specification

Ref:

Post Title	Academic Skills Advisor	Grade 6
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/Interview/Test/Other)
1. A degree; a teaching qualification or Fellowship of the Higher Education Academy are desirable or substantial equivalent experience in a higher education setting.	✓	Application
2. Experience in designing and delivering teaching and other support to develop academic, information and digital skills, at undergraduate and postgraduate levels.	✓	Application/Interview /Test
3. Proven IT skills, in particular in the use of digital technologies to create and deliver engaging learning and teaching to develop student skills.	✓	Application/Interview
4. A strong understanding of academic skills development within HE and ongoing knowledge of learning, teaching and research issues affecting higher education and their significance for learner development.	✓	Application/Interview

Performance Attributes	Method of Assessment (Application/Interview/Test/Other)
Please note that all the following criteria are essential .	
PLANNING & ORGANISATION	
5. Ability to work flexibly to deadlines and without supervision; to manage complex workloads and take initiative; and with a positive and flexible approach to changing priorities.	Application/Interview
SERVICE DELIVERY	Application/Interview
6. Proven proactive and customer-focused approach to problem-solving and continuous improvement in service delivery.	
TEAMWORK	
7. Ability to work collaboratively as a member of a multi-disciplinary team and across a range of teams within the Service and University.	Application/Interview

<p>COMMUNICATION</p> <p>8. Excellent communication skills and a proactive approach to building relationships and partnerships with a range of colleagues to enhance the student experience.</p>	<p>Application/Interview/Test</p>
<p>CREATIVITY & INNOVATION</p> <p>9. Proven ability to create innovative teaching and learning experiences which engage a diverse student population to develop their academic skills.</p>	<p>Application/Interview/Test</p>
<p>LEARNING & DEVELOPMENT</p> <p>10. Appreciation of the importance of developing new skills, and of keeping up to date with developments in the sector. A willingness to train new staff and to mentor colleagues.</p>	<p>Application/Interview</p>
<p>Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.</p>	