

Summary

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| Job title | Educational Development Advisor (Student-Staff Partnerships) |
| Division | Academic Administration Division |
| Department | Centre for Teaching and Learning |
| Location | Littlegate House, 16/17 St Ebbe's Street, Oxford |
| Grade and salary | Grade 7 (£38674 - £46913) |
| Hours | 0.6FTE (3 days, 22.5 hours) |
| Contract type | Fixed Term contract, Until 31 July 2026 |
| Reporting to | Head of Educational Development |
| Vacancy reference | 178614 |
| Additional information | This vacancy may be considered a secondment opportunity |

The role

We are looking for an individual to support the work of the Centre for Teaching and Learning to embed a student-staff partnership ethos across our work in the consultancy services and across the university. You will need to build excellent relationships with colleagues across Oxford and provide services, advice, and hands-on help that enables them to achieve their educational aims and evolve their local practice in relation to student-staff partnerships. You will also contribute to projects taking place across the university to support student-staff partnership working.

Flexible working

Flexibility in the working pattern will be considered in line with business need.

The office operates a hybrid working environment; the post-holder will be expected to work some of their time in the office.

Responsibilities

1. Provide specialist, professional advice and hands-on support for the Centre's consultants, as well as academic and administrative staff, with a focus on student-staff partnership approaches and resources suitable for the Oxford educational context.



2. Run workshops and other engaging development activities, with various stakeholders across Oxford to provide inclusive, relevant, and engaging learning experiences for staff.
3. Contribute to a range of networking activities, such as liaising with other student-staff partnership specialists that have related interests and objectives and raising awareness of existing practices at Oxford and at other institutions.
4. Create and maintain generic and discipline-specific guidance materials for staff and students in a variety of formats and media e.g. webpages, webinars, VLEs, self-paced tutorials, and provide supporting training where appropriate.
5. To conduct literature reviews and to create short summaries of research literature , in order to inform consultancy services, accredited teaching programmes; the development of education policy at the University; and/or the development of future projects.
6. Supply data and reports on services as required and assist with evaluating specific educational development activities and resources.
7. Participate in Personal Development Review and take advantage of appropriate professional development opportunities, with agreed specialisations, and keeping up to date with developments within the field of student-staff partnerships.
8. Undertake other tasks such as the Head of Educational Development might from time to time reasonably require.

Selection criteria

Essential selection criteria

1. Either education to at least Master's level in education, psychology, or another relevant discipline, or equivalent experience gained in a relevant working environment.
2. Knowledge and skills to develop resources for staff to enhance teaching, learning and assessment underpinned by sound pedagogical principles.
3. Practical experience in contributing to professional development opportunities for staff in order to develop their educational practices, especially in relation to student-staff partnership working.
4. Knowledge and understanding of key topics in educational development including relevant learning theories and approaches, and learning and assessment design.
5. An ability to design and develop small-scale projects, including scoping, consultation with relevant parties, project management, dissemination and evaluation.
6. An understanding of, and evidence of having engaged with, inclusive teaching practices in the context of higher education.
7. Demonstrable organisational and problem-solving skills, including the ability to manage competing priorities and work under own initiative with minimum supervision.

8. Excellent written and verbal presentation skills with the ability to communicate information in a clear, easily understandable manner.
9. The interpersonal skills necessary to work productively with colleagues from many different parts of the University and in different roles (academic staff, professional services staff, administrative staff, educational developers etc).

Desirable selection criteria

1. Professional qualification or accreditation in teaching in higher education or learning technology e.g. from Advance HE or Staff and Educational Development Association (SEDA)
2. Experience of teaching in an academic discipline in higher education or on educational development or training programmes for academic staff
3. Experience of conducting quantitative or qualitative research in teaching and learning in higher education, or in a related social-science field.
4. Demonstrable understanding of ethical review processes, and of the processes involved in storing data responsibly.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Centre for Teaching and Learning (CTL)

The Centre for Teaching and Learning supports all those who teach at the University of Oxford. We promote a range of teaching practices that are relevant to Oxford's unique learning environment.

We offer a range of courses, support and services, including:

- Accredited programmes in teaching and learning in Higher Education
- Digital tools, training and technical support
- Online courses and resources
- Consultancy for course and programme design (including blended and online)
- Networks and events for sharing teaching practices.

Academic Administration Division (AAD)

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Centre for Teaching and Learning, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

aadadminsupport@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>