

Academic Development Coordinator - Dubai Campus - Heriot Watt University

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Company: Talent Pal

Location: , , United Arab Emirates

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Academic Development Coordinator Contract: Full time (35 hours per week) Openended Grade 8 The Dubai campus is seeking to appoint an Academic Development Coordinator (Assistant Professor Grade 8) . The postholder will play a key role in delivering the work of the Universitys strategic learning & teaching objectives across our global community and will be a key role in supporting learning and teaching enhancement on Dubai campus led by the Deputy Vice Principal (Dubai). The postholder will work simultaneously with and be part of our Learning and Teaching Academy and will promote as well as be part of the activities of our LTA. The Academic Development Coordinator will support staff in all areas of Learning & Teaching enhancement & development. The post holder will be expected to contribute across the breadth of the Learning and Teaching Academys enhancement and academic development activity for staff as well as offering specialist expertise in line with their skills and competences. They will particularly focus on delivering this support on Dubai Campus and supporting the Deputy Vice Principal (Dubai). Working across the whole University the appointee will be a confident communicator and trainer adept at harnessing the opportunities offered by blended and digital learning to work in a truly global context. The successful candidate will work collaboratively with academic colleagues and schools to enhance student engagement and delivery. The successful candidate will share the University and the Learning & Teaching Academys commitment to fostering collaboration and global working and to creating an environment that nurtures facilitates and celebrates inspiring teaching. The post is based on our Dubai campus with flexible / hybrid working possible. As a global university a flexible working schedule may be required to meet all key duties and

responsibilities. Moderate travel is anticipated (including to HWU campuses in Scotland and Malaysia)

Key Duties and Responsibilities Learning and Teaching

Provide tailored support and guidance to Schools and campus groups.

Design develop and deliver high quality innovative and effective learning opportunities in the area of Higher Education pedagogy and practice. This includes:

- Contributing to the development teaching and leadership of the LTA taught programmes across all our campuses making effective use of blended and online pedagogies.
- Develop and support pathways to HEA Fellowship at all levels including designing Masterclasses and programmes of support for staff.
- Design and deliver flexible targeted learning and teaching CPD provision in line with School and University strategic priorities. These will be delivered globally making use of a range of technologies and delivery models to ensure parity of opportunity for staff at all campuses.
- Contribute specialist learning and teaching expertise and support to LTA School University & Campus based learning and teaching initiatives.
- Contribute to the development and effective dissemination of the LTA s suite of learning and teaching resources good practice guides and Toolkits.

Scholarship and Research Engage in horizon scanning research scholarship and networking to ensure HeriotWatts approach to learning and teaching is pioneering globally relevant and locally effective. Engage in pedagogical research and scholarship linked with institutional priorities for learning and teaching including dissemination through appropriate routes.

Design and deliver initiatives to support others to undertake research and scholarship in learning and teaching. Seek opportunities for external funding of research scholarship and learning and teaching development activity in line with University priorities to support staff & PGR community.

Strategic Projects and Enhancement Initiatives Contribute to: and lead as appropriate learning and teaching projects enhancement initiatives in line with LTA and University strategic priorities and context specific need. This will include engagement with specific national learning enhancement initiatives such as supporting CAA accreditation and ensuring staff support needs for L&T in this area are met. Contribute to the monitoring evaluation and continued enhancement of the Learning and Teaching Academy s programme of work. Work closely with colleagues across the Academy and wider University to ensure the delivery of strategic objectives in learning and teaching. Manage projects and related resource (staff and budget) as appropriate.

Collaboration and Communication Participate as a member of relevant internal and external committees networks and working groups in the area of learning teaching and academic practice as required; Build and support internal and external networks to support the development and delivery of LTA and University Strategic

priorities. Liaise with and support supervisors within & PGR students in student-led development activity related to learning and teaching. Represent the Learning and Teaching Academy and the University effectively in institutional national and international contexts. Contribute to the resource planning of the LTA. Collaborate and communicate professionally with staff and students from across the University and with a wide range of external stakeholders to support the delivery of the University Learning and Teaching Strategy. Please note that this job description is not exhaustive and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve. A flexible working schedule may be required to meet all key duties and responsibilities.

Education qualifications and experience Essential : Fellowship of HEA (or evidence of nearing submission) Educated to completed PhD or equivalent level Significant knowledge and experience of the UK higher education sector including an extensive understanding of pedagogy and practice in HE and the professional standards relevant to learning and teaching as well as significant knowledge and experience of UAE requirements including CAA accreditation MoHE. Substantial experience of teaching and supporting student learning in higher education including areas of blended and online contexts. Experience of design and delivery of staff CPD and organising/undertaking learning enhancement events in an HE context. An ability to model inspiring practices in learning and teaching to staff and students across the University and demonstrable experience of developing effective partnerships and collaborations with staff and student stakeholders to support learning and teaching enhancement. Experience of development delivery and evaluation of learning enhancement projects. A clear personal scholarship / research focus aligned to the interests of the Learning and Teaching Academy and University Strategy. Excellent oral and written communication skills and ability to communicate effectively with a range of audiences in writing and in person. The role holder needs to have strong & inspiring presentation skills. Strong team player committed to collegial approach to achieving strategic goals. Excellent time and workload management skills. Commitment to working in ways consistent with Heriot Watt values.

Desirable : Senior or Principal Fellowship of HEA. Evidence of effective engagement in higher education / learning and teaching networks at a national or international level. A record of impactful dissemination of scholarship and research in learning and teaching. Evidence of gaining and managing funding for education development research or scholarship projects. Impact evaluation experience. Evidence of successful

working across a multilocation global context. HeriotWatt University Values With a history dating back to 1821 HeriotWatt University has established a reputation for worldclass teaching and professionally relevant leadingedge research which has made it one of the top UK universities for business and industry. We are a vibrant forwardlooking university well known for the quality of our degrees with employers actively seeking out our graduates. HeriotWatt is also Scotlands international university with an unsurpassed international incountry presence. We deliver degree programmes to circa 30000 students in 143 countries around the world have a further overseas campus in Dubai and boast the largest international student cohort in ScotlandAt HeriotWatt weve created an environment that nurtures innovation and leadershipwhere our researchers staff and students can realise their potential and develop their ambitions. We are proud of our collegiate atmosphere and integrated teaching and research approach which has helped to build a community of committed academics and highly motivated students. Our focus on careers delivers results and weve an excellent reputation for graduate employabilityIn addition to the Edinburgh campus we currently have campuses in the Scottish Borders Orkney Dubai and Malaysia. For all of our campuses we aim to provide stimulating supportive environments conducive to effective learning and research where staff and students can excel. At HeriotWatt we have an established set of values that help us to nurture innovation and leadership and show our commitment to continuous improvement and development in all our activities. Our values describe our deeply held beliefs and our community spirit. They characterise not only how we are as a higher education institution but also frame how we want to be. Our values are: BelongCollaborateInspireCelebrate As learning living and working institution we use our values as the building blocks of how we go about doing our work and how we each conduct ourselves as members of HeriotWatt University. They represent what binds us together as a University community and help us to become the best at what we do. For full details on our University please view our website confidential How to Apply Interested applicants must submit via the HeriotWatt online recruitment system a Cover letter describing their interest and suitability for the post and an updated CV. At Heriot Watt we are passionate about our values and look to them to connect our people globally and to help us collaborate and celebrate our success through working together. Our research programmes can deliver real world impact which is achieved through the diversity of our international community and the recognition of creative talent that connects our global team. Our flourishing community will give you the freedom to challenge and to bring your

enterprising mind and to help our partners with solutions that can be applied now and in the future. Join us and Heriot Watt will provide you with a platform to thrive and work in a way that also helps you live your life in balance with wellbeing and inclusiveness at the heart of our global community. Learn more about our benefits here: Our Dubai Campus HeriotWatt University (hw.ac.uk)HeriotWatt University Dubai is (Commission for Academic Accreditation) CAA Licensed; therefore successful candidates will need to either provide terminal degrees attested from a UAE institution accredited by the CAA or if the degree is not from a UAE Institution the candidate will need to have MoE (Ministry of Education) Equivalency. More info on attestation can be found here on the MoE website. The candidate is responsible for getting their degree attestations done and these should be completed within six months of joining. The appointment is conditional upon successful completion of all Labour and Immigration formalities. This job has been sourced from an external job board. More jobs on

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