



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Curriculum Development Lead
Department:	Quality Enhancement Directorate
Location:	Llandaff Campus
Grade:	7A/B
Salary:	£40,322 - £45,361 per annum
Hours:	37 hours per week
Tenure:	Permanent

Role Summary:

As the Curriculum Development Lead, you will play an integral role in ensuring that the University's approach to programme design and development is current and informed by innovative sector practice. You will support the Senior Management Team to establish a sustainable enhancement model that supports and empowers Schools to design and implement innovative, meaningful and engaging programmes of study.

Using your established knowledge and your professional expertise, you will support the sharing of good practice with Schools and provide advice and guidance on curriculum and assessment development. You will make a significant contribution to the QEDs professional learning offer facilitating the sharing of good practice and innovation in curriculum development within and across disciplines.

Principal Duties and Responsibilities:

- 1) Work closely with colleagues in Schools and QED to ensure that the University's approach to curriculum development and approval is aligned with the ambitions of the Strategic Plan and encourages the development of innovative and engaging programmes of study.

- 2) Work closely with colleagues in Schools and QED to establish a sustainable model of providing academic curriculum development advice and guidance in support of the University's Strategy, and the current Curriculum Transformation programme.
- 3) Contribute to the Professional Learning programme delivered by QED - facilitating the sharing of good practice and innovation in curriculum development within and across disciplines including organising workshops and staff development events for internal and external staff.
- 4) Work with QED colleagues to ensure that high quality support, guidance and advice are provided to Schools and their partners on all matters relating to curriculum development, approval and review.
- 5) Take responsibility for supporting the development of the University's academic programmes from initial conception through to approval and review.
- 6) Support the University's Curriculum Transformation programme through ongoing reflection on best practice in programme design and approval.
- 7) Be proactive in staying abreast of sector developments and current research relating to curriculum development. Use this knowledge to inform procedures and processes at Cardiff Met and be willing to share practice with external groups.
- 8) Undertake any other reasonable duties as directed by the Director of Learning Enhancement commensurate with the grade of the post.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Curriculum Development Lead

Unit/School: Quality Enhancement Directorate

*Key
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<ul style="list-style-type: none"> Initial degree or equivalent qualification Evidence of continuous professional development A relevant post-graduate qualification or award 	✓		
Education & Qualifications (Desirable)	<ul style="list-style-type: none"> Higher Education Academy Fellowship or ability to meet criteria for Fellowship and willingness to work towards the Award. 	✓		
Knowledge (Essential)	<ul style="list-style-type: none"> Knowledge of sector leading practice in curriculum design and development. 	✓	✓	✓
Knowledge (Desirable)	<ul style="list-style-type: none"> Knowledge of outcomes of relevant and current research-scholarly activity in the area of curriculum development. 	✓	✓	✓

<p>Skills and Abilities (Essential)</p>	<ul style="list-style-type: none"> • Experience of teaching in a HE environment • Experience of designing academic programmes • Lived experience of curriculum design • Excellent planning, time management and organisational skills • Excellent interpersonal and communication skills. • Ability to lead and motivate a team • Ability to provide creative and effective solutions to complex problems. • Ability to improve standards of performance in relation to curriculum development 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓</p>
<p>Experience paid / unpaid (Essential)</p>	<ul style="list-style-type: none"> • Experience of delivering high quality staff development/training • Experience of collating and analysing data and reporting outcomes. 	<p>✓ ✓</p>	<p>✓ </p>	<p>✓ </p>
<p>Other Requirements (Essential)</p>	<ul style="list-style-type: none"> • Willingness to undergo further development and training as required • Willingness to undertake overseas travel • An outcome-focused approach 	<p>✓ ✓ ✓</p>	<p> ✓</p>	<p> </p>