

JOB DESCRIPTION**ACADEMIC SERVICES****Job title:** Academic Developer**Grade:** 6**Responsible to:** Partnership Account Manager**Date:** May 2024

Job purpose: The Academic Developer will take responsibility for the co-ordination and delivery of a full range of both dedicated and pooled partnership activities. With strong academic and relationship management skills, you will significantly contribute in the delivery of a Partnerships commitment and annual plan, as well as contributing to growth activities.

Main duties and responsibilities

1. Provide a clear focus on all learning and teaching aspects for our academic partnerships, which includes monitoring and advising on quality and standards, informing academic judgements on applications, advising on assessment and feedback practices and supporting delivery of creative pedagogies.
2. To act as an institutional champion and key point of Learning & Teaching (including Quality & Standards) contact across all partners.
3. Facilitate the holistic academic partner relationship from the educational perspective, taking an active role in supporting all our academic partners to meet and understand key quality and standards metrics as well as supporting them meeting benchmarks (for example NSS, graduate outcomes and OfS B conditions).
4. Use specialist academic knowledge to influence annual planning and contribute towards a partnerships commitment to deliver partner activity, including future academic partnerships.
5. As directed by the Partnership Account Manager, develop robust systems and processes to monitor and deliver effective, high quality support to partners throughout the full student journey.
6. To participate in initiatives, working groups and committees as required, internal and

external to the organisation.

7. Budgetary responsibility for managing all travel and visit arrangements, within budget, to academic partnerships based on our need and schedule of approvals (including site visits to new campuses).
8. Under the guidance of the Partnership Account Manager, develop and monitor action plans, including process improvements, retention action planning, continuous improvement and module evaluation.
9. Escalate any risks or concerns identified with partner accounts as appropriate.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).

- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Academic Developer

Attributes	Essential requirements	Desirable requirements
Education and qualifications	Degree in a relevant subject or similar, or equivalent work-based experience	Master's level qualification Evidence of continuing professional development
Experience and knowledge	<p>Recent and relevant experience of consistently meeting or exceeding KPIs/targets, ideally gained in a commercial education environment</p> <p>Demonstrable background in developing a strong sales pipeline, driving targets/recruitment processes from plan to close</p> <p>Demonstrable experience of relationship management</p> <p>Experience of managing projects and/or events</p> <p>Experience of managing budgets</p> <p>Digital literacy</p>	Experience of supporting partners/students from a diverse background and/or multiple geographic locations
Skills and personal requirements	<p>Excellent problem-solving skills</p> <p>Well-developed organisational skills, enabling the management of resources productively and constructively</p> <p>Demonstrated ability to communicate, present and influence</p> <p>High levels of professional presentation, conduct & credibility.</p> <p>Excellent customer service skills</p> <p>Ability to work under pressure, maintain attention to detail and prioritise workload in order to meet deadlines.</p>	

	<p>Excellent interpersonal skills, active listening skills and ability to communicate effectively and confidentially, verbally and in writing.</p> <p>Ability to take ownership of challenges and manage with a solutions-focussed approach.</p> <p>Ability to work unsupervised and on own initiative as well as to work proactively as part of the team.</p> <p>Effective networking skills; with the ability to cultivate strong and productive relationships with key stakeholders, both internal and external</p>	
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