



## **JOB DESCRIPTION**

### **Head of Unit**

### **Professional 7 (P7)**

### **Teaching Enhancement Unit/Office of the Vice President for Academic Affairs Permanent Contract (Full-Time)**

#### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Overview of the department**

The role of the Teaching Enhancement Unit (TEU) is to support innovation and excellence in teaching across DCU. TEU is a centralised service unit in the Office of the Vice President Academic Affairs (OVPA), which reports to the Dean of Teaching and Learning (nominee of the VP Academic Affairs/Registrar). It provides research-informed leadership in teaching and learning guided by DCU's Strategic Plan and the University's Teaching and Learning Plan. The TEU has two core functions: Firstly, the TEU team is focused on strengthening academic staff capabilities to develop innovation, teaching excellence, and flexibility in delivering on the University's commitment to a transformative student learning experience. Secondly, the TEU manages and assists DCU's virtual learning environment (VLE) known as Loop.

The TEU team is also currently actively involved in national professional development initiatives supported by the National Forum for the Enhancement of Teaching and Learning in Higher Education and related professional bodies. They are well-known nationally for their work in supporting teaching enhancement and for their leadership in using new digital technologies for teaching, learning and assessment.

## **Role Profile**

This is an exciting opportunity to lead the Teaching Enhancement Unit (TEU) and a team of highly committed and experienced Academic Developers and Learning Technologists as DCU embarks on a new Strategic Plan. Reporting directly to the Dean of Teaching and Learning, the Head of TEU is expected to play an active and strategic role in assisting Faculties and the implementation of DCU's Plans relating to Teaching and Learning. The post holder will build key relationships with the Dean of Teaching and Learning, Associate Deans for Teaching and Learning, Colleagues across OVPA (in DCU Studio, Academic Systems etc.), DCU's Chair of Digital Learning Heads of Schools Head of Learning and Development Unit and other units and departments as required.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Leadership of the Teaching Enhancement Unit and management of a team of professional and technical staff (including Academic Developers and Learning Technologists).
- Liaison with key stakeholders across the University including the Associate Deans for Teaching and Learning in terms of assisting Faculty requirements.
- Management of a team of professional and technical staff (including Academic Developers and Learning Technologists).
- Developing and implementing annual TEU priority initiatives plan with Faculties.
- Identifying, managing and monitoring major priority initiatives and reporting progress to the TEU Advisory Group.
- Ensuring the successful delivery of projects for which the unit is accountable, and leading specific University-wide project teams and/or groups as required.

- Management of university and external budgets allocated for assistance of teaching and learning.
- Management of the university VLE (Loop), including pedagogical components, and provision by the unit of expert staff support for its use.
- Promotion, coordination and evaluation of continuing professional development activities for academic staff across DCU as they relate to teaching, learning and assessment.
- Assisting the Scholarship of Teaching and Learning (SOTL) within DCU Faculties.
- Support for DCU strategy and policy development in the area of teaching and learning.
- Participation in relevant DCU committees and working groups in the area of teaching and learning.
- Partnering with other institutions and external bodies (e.g., National Forum for the Enhancement of Teaching and Learning in Higher Education) on teaching and learning initiatives.
- Promoting and supporting core teaching enhancement activities, including workshops, seminars, master-classes and related professional development opportunities.
- Assisting the Dean of Teaching and Learning in developing strategy for teaching enhancement.
- Managing teaching and learning projects led by the TEU.
- Leading and supporting the implementation of strategically targeted teaching enhancement activities.
- Providing pedagogical expertise in the development of modules and programmes and renewal of curricula.
- Leading and assisting DCU's Digital Campus for learning and providing relevant advice and input to the design and effective use of physical learning spaces.
- Leading and assisting teaching innovation and excellence across DCU including management of the President's Awards for Teaching Excellence and the AdvanceHE Teaching Fellowship Programme and other staff development frameworks.
- Any other duties as requested by the Dean of Teaching and Learning.

## **Qualifications and Experience**

### **Essential Criteria:**

- Applicants must hold an appropriate post-graduate qualification and a minimum of five years' relevant experience, at managerial or specialist level in a related field.
- Knowledge of relevant theory and research, coupled with evidence of a commitment to innovation and supporting scholarship in this field, is essential
- Excellent project management and communication skills are required, in particular in relation to working with academic and support staff at all levels across a large institution and with colleagues from other institutions.
- An appreciation of the implications and challenges of promoting contemporary pedagogy arising from changing student needs, as well as national and European policy developments is essential.
- Demonstrated experience of and strong skills in leading and managing a team.
- Advanced IT skills and successful experience of managing budgets.

- Excellent knowledge and experience of academic development, the emergence of new models of teaching, learning and assessment, and the use of new learning technologies for educational purposes.
- The successful candidate must be able to demonstrate significant expertise in developing, coordinating and delivering professional development to academic staff in relation to enhancement of academic practice.

**Desirable criteria:**

- Experience in designing/developing high quality pedagogical learning experience in a higher education environment is preferable along with evidence of leadership skills and demonstrated ability to adopt a scholarly and evidence-based approach to all areas of practice.
- Excellent knowledge of the role of new learning technologies in supporting teaching, learning and assessment.

**Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.