



JOB DESCRIPTION

Academic Development Officer Professional 4

Teaching Enhancement Unit/Office of the Vice President for Academic Affairs Permanent

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 Academic Affairs portfolio which reports to the Dean of Teaching and Learning. 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 staff capabilities to develop innovation, teaching excellence, and flexibility in delivering on the University's commitment to a transformative student learning experience. It works closely with DCU's Faculties to identify teaching development needs

and design professional development opportunities for both individual staff and programme teams. Some of this work involves supporting programme-wide curriculum design in strategic areas of development, such as the DCU Futures and ECIU University initiative. These initiatives strongly emphasise new models of Challenge-based Learning (CBL) and the transformative potential of new digital technologies in the teaching and learning experience. The TEU also manages teaching awards and DCU's commitment to the Advance HE Teaching Fellowship Programme. In supporting academic development, the TEU aims to foster strong disciplinary and interdisciplinary communities of practice that help to share best practices in teaching, learning and assessment.

Secondly, the TEU manages and supports DCU's virtual learning environment (VLE) known as Loop. Other integrations include the learning portfolio platform Mahara, the videoconferencing platform Zoom and a text-matching solution. DCU is known internationally for its leadership in learning technologies and digital education. As a user of the Moodle platform for 20 years, DCU has amassed a large amount of experience and insight into how best to utilise the technology to enhance teaching/learning/assessment and contributes this insight to the national and international Moodle community.

The TEU team is also 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.

Role Profile

The TEU is now recruiting for the role of an Academic Development Officer. This is an exciting role which will involve working with the established team in supporting and developing the University's suite of academic development offerings, and key priorities as identified in the TEU Annual Plan and DCU's Teaching and Learning Strategy.

The primary objectives of the post holder will revolve around contributing to the design, implementation and evaluation of projects and initiatives relating to academic development activity. The ideal candidate will possess some experience in contributing to and delivering Continuous Professional Development (CPD), and some experience of contributing to activities to improve the embedding and integration of good educational practice.

The position will report to the Head of the Teaching Enhancement Unit (TEU), via the Senior Academic Developer, and will collaborate closely with colleagues and staff, fostering partnerships to accomplish objectives. The post holder will be primarily located on the Glasnevin campus.

Duties and Responsibilities

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

- Assist with the design, development, and implementation of academic professional development activities as part of the wider team.
- Contribute to the development and maintenance of professional development resources on effective teaching, learning and assessment.
- Plan and deliver workshop and resource development in key areas such as Universal Design for Learning (UDL).
- Foster and develop relationships, with key internal and external stakeholders, in conjunction with team members and TEU leadership.
- Participate in relevant internal and external professional learning networks.
- Partner with TEU team members on cross-functional initiatives and activities.

- Participate in relevant university and/or external working groups and committees as the need arises.
- Provide support in pedagogical research as the need arises.

The post holder will have key relationships with, but not limited to:

- Senior Academic Developer
- Academic Developer and Academic Development Officer
- Members of the TEU
- Academic Integrity Officer

Qualifications and Experience

Essential

- Applicants must hold a relevant undergraduate or postgraduate qualification.
- Good pedagogical and technological knowledge and skills, with the capacity to grow and develop further.
- Experience of supporting projects relating to academic development and/or learning technologies and digital education.
- Ability to prioritise tasks to achieve aims and meet deadlines.
- Ability to work self-directed and as a team member.
- Excellent communication and interpersonal skills, with an excellent command of the English language.

Desirable

- Experience of using Moodle.
- Experience in the area of Universal Design for Learning (UDL).
- Experience in digital content creation.