

BIRMINGHAM CITY UNIVERSITY

Faculty of Health, Education and Life Sciences

Job Description

Student Curriculum Design Consultant

Salary:	£8.01 per Hour (excluding holiday pay)
Hours:	Flexible: up to 20 hours per week
Location:	City South Campus, Westbourne Road, Birmingham.B15 3TN

1. Purpose of the Post

As the QAA make clear Higher Education (HE) is an energetic, transformational process for the individuals involved. HE providers therefore should promote greater involvement by students in all aspects of their learning including the shaping of curriculum design (QAA, 2012). Student Curriculum Design Consultants (SCDCs) play an active part in the University's course design and approval processes as well as the annual cycle of continual review that course leaders and teams undertake. In the process, SCDCs help to shape the learning experience for themselves and other, future students. Their ideas help to enhance the course experience and to engage the wider student body in an active and timely way.

2 Main Duties and Responsibilities

A Student Curriculum Design Consultant (SDCD) will:

- 2.1 be trained by Faculty and/or CELT teams in evaluative techniques and course design principles;
- 2.2 deploy high levels of interpersonal skills in their dealings with students and staff;
- 2.3 be creative, industrious and enterprising in their approach to the consultancy role;
- 2.4 work effectively as part of a team with University staff, including Faculty learning and teaching leads, course leaders and course (planning) teams to improve curriculum design;
- 2.5 carry out curriculum evaluation activities, either individually or as part of a team of SCDCs, including 'solutions-based' inquiry with current students and/or alumni;
- 2.6 report findings from their evaluative work in a clear and concise fashion;
- 2.7 develop curriculum design recommendations in partnership with University staff to feed into annual and quinquennial course review processes.
- 2.8 undertake any other duties, commensurate with the nature and grading of the post, that may be required.

3 Supervisory Responsibility

None

4 Supervision Received

The post holder(s) will be responsible to the Associate Dean (Student Learning Experience) or Head of School or nominated Head of Department.

5 Contacts

Students, academic and administrative staff of the University, external organisations and the general public

6 Other Requirements (including any special items)

Uphold and promote the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity. These values define the principles of how we work together with our staff, students and partners.

PERSON SPECIFICATION

	Category and Guidance	Essential	Desirable	How Identified*
1.	Physical	<ul style="list-style-type: none"> Professional approach to the working environment Ability to communicate effectively with staff and students 		c
2.	Qualifications	<ul style="list-style-type: none"> Undertaking Degree at Birmingham City University. 	<ul style="list-style-type: none"> A previous honours degree 2:2 or above 	a
3.	Experience	<ul style="list-style-type: none"> Ability to analyse and draw out, through questioning, the views and perspectives of different people. Ability to draw out key points and key issues from papers and/or previous projects. 	<ul style="list-style-type: none"> Ability to collect and present research data effectively. Ability to write reports 	a, c
4	Special Knowledge	<ul style="list-style-type: none"> Ability to summarise key points and key issues from papers and/or previous projects Ability to convey a point or opinion in a clear and constructive manner Excellent IT skills including use of Word and Excel 	<ul style="list-style-type: none"> Understanding and Knowledge of research & evaluation processes 	c
5	Disposition and Personal Characteristics	<ul style="list-style-type: none"> Must be able to handle multiple tasks concurrently and in a calm and professional manner Must be efficient, flexible and be a good organiser Must be able to work as a member of a team, be a problem solver and there is a high necessity for accuracy and attention to detail 		a, c

6.	Practical and Intellectual Skills	<ul style="list-style-type: none"> • Good organisational and workload management skills • The ability to work under pressure and on own initiative to meet essential deadlines • Excellent written and verbal communication skills • The ability to present information in a structured logical manner 	<ul style="list-style-type: none"> • Ability to communicate information clearly to staff and students 	c
7.	Qualities	Demonstrates a commitment to the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.		a, c
<p>* a) Application form b) Test/Exercise c) Interview</p>				