

Academic Skills Advisor



ROLE DESCRIPTION

GRADE

Grade 5

LOCATION

The main location for the post is the Sighthill campus, Edinburgh, although the roleholder will be required to work flexibly, and across all three Edinburgh Napier University campuses.

LINE MANAGER

Academic Skills Manager

ROLE SUMMARY

The Department of Learning and Teaching Team works in collaboration with other professional services in the University and with academic staff to support the student learning development journey; to provide personalised opportunities to meet students' individual learning needs; to enhance student success and retention and to meet the University's strategic objectives.

The team works with programme and module leaders to integrate academic skills development opportunities through, for example, the provision of academic literacy workshops. In addition, the advisers liaise with colleagues in designing assessment-specific learning and teaching materials and other curriculum-based activities and tutorials within the timetable.

As an active member of the team, the Academic Skills Adviser will work closely with other members of the team to develop the provision of a broad range of academic skills development sessions. You will additionally contribute to the delivery, promotion and continuous improvement of the service. The majority of this role will focus on supporting students' academic and study skills development through creating engaging and effective learning opportunities and providing students with individual guidance and feedback.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- Open service:
 - To provide an inclusive service of one-to-one academic skills guidance to under-graduate and post-graduate students on and off-campus.
 - To contribute to the planning, development and facilitation of the programme of academic and study skills workshops and online resources.
- To collect qualitative and quantitative feedback from students and staff in line with service-evaluation policy, keep accurate records and provide reports as required.
- To contribute to the development, preparation and monitoring of the University's student success plans by undertaking project work and drafting appropriate reports as required.
- To contribute to strategies across the University to promote and develop activities aimed at enhancing student success, retention and progression (including off-campus and part-time students).
- To liaise with appropriate University staff to raise awareness of the needs of students; to integrate academic skills development; respond to referrals from staff and provide relevant services to support students.
- To collaborate with colleagues in UK & EU Student Recruitment to offer, where appropriate, guidance to targeted groups of prospective students.
- To maintain knowledge and understanding of developments in learning, teaching and assessment in higher education including engagement with appropriate professional networks such as QAA, HEA and ScotHELD.
- To participate in CPD activities as appropriate.
- To undertake any other duties as may reasonably be requested by the Academic Skills Manager and that are commensurate with the nature and grade of the post.
- **Integrated service:**
 - To contribute to the Academic Skills portfolio of integrated, academic development activities by collaborating with programme and module teams to plan, develop and deliver online and face to face presentations, interactive tutorials, and online resources.
 - To liaise with academic staff to develop the embedding of academic skills within the subject curriculum (through curriculum development, preparation of materials and workshops, seminars etc. as appropriate) and to provide effective individual and small group academic and study skills development opportunities.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- | | | |
|---|---|---|
| • A post-graduate degree or equivalent relevant experience. | ✓ | |
| • A relevant professional qualification in education or a related discipline. | | ✓ |
| • HEA fellowship or equivalent. | | ✓ |

SKILLS / EXPERIENCE

- | | | |
|---|---|---|
| • Experience of working with students in the Further or Higher Education sector; online and face to face. | ✓ | |
| • Experience of delivering guidance and academic support to individuals and groups. | ✓ | |
| • Experience of gathering, collating and interpreting data. | ✓ | |
| • Experience of statistical analysis. | | ✓ |
| • Experience of supporting students with Specific Learning Difficulties. | | ✓ |
| • Ability to relate to and understand the needs and aspirations of a wide range of students. | ✓ | |
| • High level of commitment to inclusive teaching and reflective practice. | ✓ | |
| • Ability to establish effective working relationships with individuals and departments. | ✓ | |
| • Ability to work effectively as part of a team. | ✓ | |
| • Excellent interpersonal, communication and organisational skills. | ✓ | |
| • A commitment to upholding the University values and behaviours. | ✓ | |
| • Excellent presentation, academic writing, and numeracy skills. Fluency with MS Office. | ✓ | |
| • Ability to use online teaching tools and relevant software. | ✓ | |
| • Enthusiastic and self-motivated with the ability to show initiative. | ✓ | |



ESSENTIAL

DESIRABLE

- Willingness to work flexible hours including occasional evening and weekend work.

