

## Curriculum Management Business Lead School Support Service



### ROLE DESCRIPTION

#### GRADE

Grade 6

#### LOCATION

Sighthill, with travel required to other campuses

#### LINE MANAGER

Director of Student Services & Academic Registrar.

The role holder will also have a very close accountability and responsibility to the Head of Quality & Standards and Head of Learning & Teaching Enhancement

#### ROLE SUMMARY

The University's curriculum is fundamental to everything we do from a learning and teaching perspective. It determines the effectiveness of Edinburgh Napier's offering, from the design and development of all the courses we run, through to their delivery, resource allocation and assessment. Managing the curriculum is therefore crucial in delivering a great experience for our students, colleagues, and stakeholders.

Our new approach to Curriculum Management will improve the way our curriculum lifecycle is managed, with supporting collaborative processes, better records management and governance, and an enabling supportive system. In the context of this role, Curriculum Management refers to the system, processes, workflows, activities, and services and not simply a software package.

The new business lead will:

- Undertake a significant role in the implementation, integration, development, and enhancement of all Curriculum Management services, processes and activities.
- Work constructively and collaboratively with colleagues across all university departments to ensure coherent and effective support and training to users of the curriculum management system
- Ensure academic voice is taken into account in developing and operating the curriculum management system
- Ensure Curriculum Management continues to develop to meet changing university business needs.
- Develop and maintain customer-focussed, professionally robust curriculum management services underpinned by a culture of continual improvement and service excellence.



- Act as the key business lead for relationship management with the supplier of the University's curriculum management software (Akari)

**LINE MANAGEMENT RESPONSIBILITY FOR:**  
Curriculum Management Support Coordinator

## MAIN DUTIES AND RESPONSIBILITIES

Lead on curriculum management operational activities, whilst ensuring enhancements to deliver accessible, efficient, and responsive services to all end users - maintaining consistency of delivery and adherence to agreed quality standards / service levels.

Maintain relationships with all teams that support the end-to-end Curriculum Management processes, resolving any issues with operational and support teams

Work closely with the Department of Learning & Teaching Enhancement to ensure alignment with the Quality Framework (or equivalent) and the Curriculum Enhancement Framework (Enhance).

Act as the key business lead for relationship management with the supplier of the University's curriculum management software (Akari):

- working in liaison with the Systems Owner in Information Services to ensure operation, maintenance, upgrades, and developments are aligned and timed with business needs.
- ensuring system new functionality is considered, and impacts are assessed.

Work with the School Support Service and DLTE leadership teams to ensure Curriculum Management processes are appropriately developed, operated, and supported.

Work with the University's communications team, and other stakeholders as required, to support timely and appropriate dissemination of information to staff about operational activities and project initiatives. This is likely to include reporting their progress, implications, and interdependencies with other key university initiatives.

Work with University Leadership team, Strategy and Planning to support the implementation of curriculum related University strategy and operational plans.

Develop documentation and/or mapping, where required, of key operational activities to aid understanding, communication, and system performance.

Scan the external environment on behalf of the Academic Registrar, to ensure best practice in curriculum management from across the HE sector (and other sectors where appropriate) is considered – with recommendations made on how these can be incorporated into the operations.

Deal with ad hoc curriculum management questions, issues, problems, and requests as required, particularly where these may have a significant impact on operational service delivery or identification of cross-service issues.

Work with academic leaders to deliver quality and enhancement strategy and priorities

Ensure appropriate training and support for Curriculum Management processes and system are developed, delivered, and updated as required; mindful of the relationship between this and the University's Curriculum Enhancement Framework (Enhance).

Maintain central support resources that support staff with all Curriculum Management processes and procedures, including links to integrated university processes.

Develop reporting and business information to support operational, strategic, and ad-hoc requirements.

Support the Academic Registrar to lead a development forum to identify issues, manage operational and development priorities.

Engage fully in any training and staff development identified as being appropriate for the post-holder (through myContribution), to ensure ongoing professional and personal development

Demonstrate the University's values and behaviours and contribute actively to the development of an environment where colleagues feel proud, confident, challenged, and supported; acting with respect and integrity at all times.

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. GDPR, Information Security and Records Management

Undertake any other relevant duties/responsibilities as requested by the Academic Registrar

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p><b>Education/Qualifications</b> Educated to degree level or equivalent relevant experience.</p> <p>Candidates with other qualifications may be considered if their experience is particularly relevant.</p>	<p>A postgraduate qualification in a relevant business area; or a recognised project management qualification.</p>
<p><b>Experience</b> Demonstrable knowledge and experience gained from working on cross departmental business process, system development, service design/development.</p> <p>Experience communicating with a wide variety of stakeholders, building relationships, and working towards an organisational aim.</p> <p>Experience working with Curriculum related data (Modules / Programmes / Courses)</p>	<p>Previous experience in Higher Education.</p> <p>Understanding and implementation experience of university learning and teaching strategy</p> <p>Understanding of higher education Systems and integration between those systems.</p> <p>Process/Business Analysis Experience or qualification</p>
<p><b>Skills/Personal Requirements</b> Analytical thinker, ability to understand complex processes and system solutions</p> <p>Excellent written and oral communication skills combined with the ability to communicate and advise staff at all levels</p> <p>Excellent IT skills including good working knowledge of the Microsoft Office packages, specifically Word/Excel/PowerPoint/Visio</p> <p>Excellent interpersonal and networking skills.</p> <p>Excellent presentation skills.</p> <p>Good team working skills as well as the ability to work independently.</p> <p>Ability to work on own initiative and to prioritise workload within the context of a small team.</p> <p>Ability to work under pressure to meet deadlines.</p>	<p>Understand and demonstrate the principles of project management methodology</p> <p>Influencing and coaching experience</p> <p>Experience managing relationships with system supplier</p>