

# Academic Pathway Adviser



## ROLE DESCRIPTION

### GRADE

Grade 7 Associate Professor and above

### Duration

This role will normally be held for a period of 2 years

### Workload allocation

This role is assigned an allowance of 5 units per ECA

### ROLE SUMMARY

The Academic Pathway Adviser plays a key role in the success of the Early Career Academic Development programme. In advance of an ECA joining the University, the Academic Pathway Adviser will facilitate a development needs assessment conversation based around the expected achievements for the ECA's chosen pathway.

The needs assessment will identify the strengths and development areas against the four pillars of the Academic Framework: Esteem, Innovation & Impact, Contribution and Academic Leadership. Once the needs assessment is completed, the Academic Pathway Adviser will support the ECA to create a personal development plan, selecting appropriate training and development activities, examples of which are outlined with the programme.

It is expected that there will be at least one Academic Pathway Adviser in each School and that the number of academic staff with the skills to carry out this role will steadily increase in line with the University's need to develop a solid understanding of the Academic Framework across all academic staff.

## MAIN DUTIES AND RESPONSIBILITIES

- Arrange to meet with the ECA once the appointment has been confirmed and prior to the ECA's start date. This should be planned in as part of the onboarding process.
- Carry out a development needs assessment, identifying strengths and development areas with reference to the four pillars i.e. Esteem, Innovation & Impact. Contribution and Academic Leadership
- Provide a detailed explanation of the ECA Development Programme and the expected achievements and timescales for the ECA's chosen pathway
- Encourage self-reflection and enable the ECA to identify their own areas of strength and development areas
- Support the ECA to complete a personal development plan based on the needs assessment
- Where appropriate, discuss any additional support needs and assist the ECA in accessing further advice and support.
- Meet with line managers to discuss the development needs assessment and personal development plan and provide advice on appropriate support for the ECA
- Conduct a check-in 3 - 6 month after the ECA has joined the University to see whether any changes are required to the original needs analysis and development plan

## ROLE CRITERIA

	ESSENTIAL	DESIRABLE
<b>EDUCATION / QUALIFICATIONS</b>		
• PhD	☑	
• Grade 7 Associate Professor and above	☑	
• Fellow HEA	☑	
• Appointed or promoted against the Academic Framework criteria	☑	
<b>SKILLS / EXPERIENCE</b>		
• Thorough grasp of the Academic Framework and the expected achievements for ECA's and how to evidence these	☑	
• Excellent active listening and structured questioning skills	☑	
• Understand the University's commitments with respect to diversity and inclusion and can advise ECA's on how to seek support for additional support needs	☑	
• Acts as a role model for the University's values and leadership behaviours	☑	
• Experience as a panellist for the annual promotions exercise		☑