Abertay University

Candidate Brief

Lecturer in Academic Transitions







Closing Date	12 p.m. (Noon) on Friday 27th November 2026
Interview Date	Thursday 10th December 2026
Grade/Salary	Grade 7 (£39,560.18 - £46,969.76)
Hours	Full-time, 35 hours per week
Type of Contract	Indefinite
Pension Schemes	Scottish Public Pensions Agency (SPPA)*
Annual Leave Entitlement	33 days pro rata plus 8 plus closure days over the festive period and 2 additional closure days pro rata which are determined by the University annually.
Recruiting Manager	Dr Julie Blackwell Young
Recruiting Manager Contact	j.blackwell-young@abertay.ac.uk
Area	AbLE Academy
Location	Bell Street, Dundee, DD1 1HG

*If you are currently a member of the Universities Superannuation Scheme (USS), or have recently been a member, you may be eligible to remain in or re-join USS instead.

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1. Abertay University

Abertay University is a modern, pioneering, and ambitious university with around 5,000 students. We have a strong and evolutionary tradition of preparing students for the industries and jobs of the modern world. Abertay has made its mark with high-quality, well-directed teaching and research which, in turn, provides a stimulating and enriching experience for our students.

Abertay University has achieved the Athena Swan Bronze Award, recognising the university's achievements in respect of gender equality. The university is also proud to hold the Race Equality Charter Mark Bronze Award for our ongoing commitment and active steps to improving race equality for our staff and students.

Visit our website for more information on:

- Working at Abertay
- Teaching and Learning
- Research

The City of Dundee

Dundee is a historic city set in a beautiful, sunny location on the east coast of Scotland. As well as being a compact city, Dundee has great schools and beautiful surrounding countryside. Just a little over an hour's drive away from Edinburgh, Glasgow and Aberdeen, Dundee's property prices can be half those of Scotland's larger cities.

Dundee is the UK's first UNESCO City of Design based on its contributions to medical research and the creative industries. From September 2018 Dundee became home to the second Victoria and Albert Museum, the V&A Museum of Design.

The Campus

The heart of the University lies in Bell Street, with most teaching and learning facilities, offices, research centres, and the Library all within just a few yards of each other.
You can find out more about the city and Abertay's campus by watching our Working at Abertay video.

Employment within Abertay

Abertay University recognises the value of a diverse working environment, and is keen to receive applications from individuals from across all of the equality protected characteristics (race, gender, disability, gender reassignment, age, sexual orientation, religion/belief, pregnancy/maternity, marriage/civil partnership).

The University also supports opportunities for part-time and flexible working and has policies in place to facilitate this. More information on our policies can be found at https://www.abertay.ac.uk/about/working-at-abertay/.

2. The Service and Area

The Abertay Learning Enhancement (AbLE) Academy is a small team that provides academic staff development across the University and offers a home for institutional academic innovation. It supports and guides programme teams to enhance curriculum design and teaching quality as we continually seek to improve the quality of the student experience. In addition, AbLE provides a foundation for our work with Colleges and our widening access ambitions, taking the lead on transitional and student success work.

We guide the university, through its students and staff, to develop and evolve and we hope you will want to bring an enthusiasm and creativity to this role with the AbLE Academy team.

3. The Role

The Main purpose of the Role

The role will focus on student success and the transition from College and School into University. It will see the postholder co-ordinate, drive and teach on the evolution of our award winning First Year MySuccess modules, working with professional services, academics and students to operationalise our new vision to address the needs of our existing and future students. You will lead the co-ordination of our welcome week activities and support our work with local College providers as we better prepare our future students for success at Abertay. In addition, you will have a belief in widening access and a desire to help personalise the student experience, as you will work with colleagues across the university to co-ordinate our new student coaching approach for students in need of enhanced development.

In addition, you will work with the wider AbLE Academy and with staff across academic and professional services to deliver a staff development offer that meets institutional needs. You will also undertake scholarship activities that support your own development and the work of the university connecting with sectoral networks and perhaps leading the development of those co-ordinated by Abertay.

Role Specific Duties and Responsibilities

- Co-ordinate AbLE's student transitions approach, working with key internal and external stakeholders, to enhance its impact on transitioning students into years 1 and 2.
- Support delivery of AbLE provision aligned to the Professional Standards Framework (Advance HE 2023), and other provision as necessary.
- Develop resources and materials for the Learning and Teaching Resources Hub and staff development activities.
- Work with colleagues to support delivery of the AHEAD programme and other relevant AbLE Academy student development activity.
- Teach, innovating as appropriate to the advantage of student learning, and delivering a positive and enriching student experience.
- Contribute to wider curriculum development and undertake a range of teaching-related activities such as preparing and delivering teaching and assessment materials. This may include acting as a module and/or programme leader, as required.
- Provide academic guidance and advice, based on a student's specific circumstances to:
- Support students in becoming independent learners
- Guide students in developing meta-skills relevant to their future careers
- Monitor progress analytically and identify potential issues, and appropriate solutions

- Inform students of the range of support services available and facilitate access.
- Develop a programme of research and / or knowledge exchange activities in accordance with the University's Research / Knowledge Exchange Strategy.
- Liaise and network with other institutions and organisations to contribute to the development of the individual's discipline/profession', actively engaging with the discipline / profession e.g. professional and accreditation bodies, research funding agencies and employers.
- As an active citizen of the University, promote a collegial approach and take responsibility for delivering on a range of activities which contribute to the intellectual life of the institution.
- Any other reasonable duties as required by your line manager and/or the Vice-Principal (Learning and Teaching) for the role, including developing and maintaining such digital and other skills that are necessary for the role.

4. Person Specification – Grade 7		
Attributes	**Essential Selection Criteria**	**Desirable Selection Criteria**
Education/ Qualifications	Qualified to degree level HEA Fellowship or ability to achieve this. Membership of national/UK/international professional or academic associations, as appropriate to the discipline.	Postgraduate qualification PhD, preferably in a relevant discipline Senior Fellowship of the Higher Education Academy or ability to achieve this.
Knowledge and Experience	Experience of widening access, transition, mentoring or partnership activity across the tertiary (further/higher education) sector. Evidence of the ability to deliver high quality teaching in a higher or further education context. Knowledge of the Professional Standards Framework and/or Advance HE fellowship provision. Record of effective active citizenship in one's current or previous employment, commensurate with the grade. Evidence of ability to undertake research / knowledge exchange (RKE) activities in the discipline, commensurate with the grade. This could be evidenced by completion of a PhD. Alternatively, evidence of one of more of the following: • Evidence of innovation with impact: for example, through development of industry guidelines, reviewed published outputs, citations of your work, invited speaker invitations or for practice-based roles evidencing expertise e.g. via advisory roles, or the translation of	Experience of, and specialist knowledge of higher or further education staff development. Experience of working with partner colleges (FE or HE) Experience of Quality Assurance and Quality Enhancement systems. Teaching in Higher Education. Experience of developing new/revised curricula. Experience of module development. Supervision of postgraduate research students.

	new techniques, or the development of new policy. • Evidence of income generation from external sources appropriate to the discipline: for example, through successful research and knowledge exchange bids or consultancy income. • Evidence of a growing sphere of influence externally: for example, through evidence of reputation, successful PhD student supervisions. Ability to acquire and maintain necessary digital skills for the role.	

5. Competencies

In order to achieve Abertay University's goals all employees need to demonstrate the following competencies:

Effective Communication

Definition: The use of appropriate communications media and methods, to convey, explain or discuss information in a manner that is clear and accurate for the target audience.

Grade 7 and 8 expected level: Understand and routinely convey complex conceptual ideas and complex information, which may be highly detailed, technical or specialist, using a range of media, to students, peers and external specialists.

Liaison and Networking

Definition: Active participation in, contribution to or leadership of internal/external networks which build positive relationships and promote collaborative/inter-disciplinary working.

Grade 7 expected level: Participate in networks both within the organisation and externally, in order to ensure input, and dissemination, of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information.

Initiative and Problem Solving

Definition: Showing desire for continuous improvement in individual and team performance by actively contributing to problem solving and responding positively to opportunities for development.

Grade 7 expected level: Deal with problems that may affect the delivery of own teaching, research and / or knowledge exchange. Develop initiative, creativity and judgement in applying appropriate approaches to scholarly activity. Respond to pedagogical and practical challenges.

Research, Knowledge Exchange and Professional Practice

Definition: The use and/or design of appropriate methods to actively engage in research and scholarly activities to investigate issues, analyse information and disseminate knowledge in a particular field of specialism.

Grade 7 expected level: Experience and achievement in the specialist area, reflected in a growing personal research, consultancy and / or knowledge exchange portfolio. This includes extensive experience of developing and applying theory, models, techniques and analytical methods as appropriate to the field. Identify

sources of funding and contribute to the process of securing funds for own scholarly activities where appropriate.

Teaching and Learning

Definition: Proactive support, engagement and/or leadership in the design, delivery and assessment of quality teaching to achieve educational standards.

Grade 7 and 8 expected level: Teach, train and design development activities for individuals or groups on certain aspects or subjects within a particular academic discipline or specialism, including PhD supervision, and monitor performance giving feedback and guidance. The role holder will be sensitive to student differences and make appropriate modifications to existing materials and learning opportunities on this basis.

Grade 7 expected level: Provide input to review of module and programme curricula ensuring approaches to teaching and learning are leading edge and meet University standards.

Decision Making

Definition: Active contribution to/ leadership of decision making processes within the team which ensure objectives are achieved and quality standards are maintained.

Grade 7 expected level: Make independent decisions related to own teaching, research and knowledge exchange that have an impact personally and within the AbLE Academy. Contribute to collaborative discussions and work with others to reach an appropriate conclusion, providing advice or input to support the decision-making of others.

6. Application Process

Making your application

Internal Applicant

When you are ready to start your application, you can apply via Employee Self-Service, there will be a link called 'Apply for a Job'. The application form will be populated automatically with the personal data currently held about you.

External Applicant

When you are ready to start your application, you will be prompted to register on our online recruitment system, which can be found at https://www.abertay.ac.uk/about/working-at-abertay/jobs

You will be guided through all of the stages of the application form. You will also be asked to upload your curriculum vitae. Within the online application form you will be asked to provide a supporting statement, this should be used to provide evidence that you meet all essential criteria within the person specification, including the essential competencies. Providing evidence is crucial as the essential criteria are mandatory requirements for the post. If you do not provide sufficient evidence for these requirements then we cannot guarantee that you will be short-listed for interview.

Interviews

It is anticipated that interviews for the post will be held on the date stated on the first page of this document or as soon as possible after the closing date. Applicants who are shortlisted for interview will be sent details of time and venue as soon as possible after the closing date.

If you have any queries regarding your application, please contact:
recruitment@abertay.ac.uk; +44 (0)1382 308961

Committed to Equal Opportunities

Abertay University, Dundee is a Scottish Registered Charity, No: SC016040