

Learning Development Advisor

Vice-Chancellor's Office

Applicant Recruitment Pack

Dear Applicant



Huddersfield is an amazing institution, taking its students on life changing journeys and providing a working environment where our colleagues can achieve career success and personal accomplishment. Originally from Huddersfield and having graduated in Engineering here, I am proud to lead this institution.

Here at the University of Huddersfield we have a lot to be proud of including collaborative research with some of the top universities in the world. We are the first University to receive the Global Teaching Excellence Award and achieved the TEF Gold Award. We have transformed our academic workforce and are now ranked in the top 5 for the percentage of academic staff with a higher degree and have set the expectation that all academic staff have doctorates and publish at least at an international level. We take leadership seriously and now are the first organisation in the world where all members of the Senior Leadership Team are Chartered Managers. This commitment to transformational leadership is underpinning our drive towards becoming a global University with the aim of creating partnerships with 140 of the top 300 world-leading Universities.

We have won numerous awards including University of the Year, Entrepreneurial University of the Year, Best University workplace, the Queen's Award for Enterprise and three national honours in the form of Queen's Anniversary Prizes.

We are a highly sustainable organisation and placed amongst the top 10 in the UK for financial sustainability, with no historic debt. As such we have been able to invest more than £150m over the last ten years in a top-class estate and facilities.

The University is a great place to work and our staff report they are proud to work here. We expect high performance from our colleagues and in return you can expect to work in a collaborative and engaging environment with an outstanding development support to all staff.

Yours sincerely

Professor Bob Cryan CBE DL

Vice-Chancellor



University of Huddersfield – Key facts

Here are some key facts that make the University of Huddersfield a great place to be.

Great learning

- We're in the top 10 in England for the number of students going on placement (HESA Student Record 2023/2024).
- 100% of our undergraduate students have the opportunity to undertake professional work-related experience during their studies. This includes placements, industry standard projects and real-world case studies.*

Great teaching

- The University of Huddersfield has been rated Gold in the Teaching Excellence Framework (TEF) 2023. This means that the student experience and student outcomes are typically outstanding. These ratings were awarded in 2023, for four years.

  These ratings reflect the University's unwavering commitment to providing an exceptional student experience and fostering excellent student outcomes.
- In 2017, the University won the first Global Teaching Excellence Award recognising the University's commitment to world-class teaching and its success in developing students as independent learners and critical thinkers (Higher Education Academy).
- Our staff rank first in England for the proportion with higher degrees and teaching qualifications, as well as being top five for those holding doctorates (HESA 2025).
- 24 of our colleagues have received National Teaching Fellowship awards since 2008, a figure matched by only one other University.
- Huddersfield is the only University where 100% of the permanent teaching staff are Fellows of the Higher Education Academy** (November 2020).

* This applies to undergraduate courses of more than 12 months duration.

** Permanent staff, after probation: some recently appointed colleagues will only obtain recognition in the months after their arrival in Huddersfield, once they have started teaching; research.

Great future

- 94% of our undergraduate students go on to work and/or further study within fifteen months of graduating (HESA Graduate Outcomes 2022/23, UK domiciled, other activities excluded).

- 98% of our postgraduate students go on to work and/or further study within fifteen months of graduating (HESA Graduate Outcomes 2022/23, UK domiciled, other activities excluded).

Research and innovation

- We've world-leading applied research groups in biomedical sciences, engineering and physical sciences, social sciences and arts and humanities.

- We're a dynamic institution that has quadrupled our research income and its postgraduate research in seven years.

Customer service

- Our Library was the first to gain the UK National Customer Service Excellence Award and is the holder of eight marks of distinction.



Award-winning

- Queen's Anniversary Prize (2021)
- Queen's Anniversary Prize (2019)
- A gold-rated University (TEF 2023)
- Global Teaching Excellence Award (HEA 2017)
- Queen's Anniversary Prize (2015)
- New University of the Year (Educate North 2015)
- Athena Swan Silver Award (2026)
- We are a five star University (QS awards 2020,2023)
- University of the Year (Times Higher Education 2013)
- Entrepreneurial University of the Year (Times Higher Education 2012)
- Queen's Award for Enterprise (International Trade 2013)
- Guardian Education Awards (Inspiring Leader 2013)

The Role

Job Description

Job Purpose

The post reports to the Academic Skills Manager and will deliver high-quality academic tutoring, coaching and support for students through face to face and online activities in specific subject disciplines. Academic support activities include the planning and delivery of tutorials, workshops and lectures; as well as contributing to the development of resources and courses to support students to gain academic, digital and information literacy skills.

Main Duties and Responsibilities

1. To support the implementation and delivery of the University's Learning Development and Academic Skills strategy.
2. To take responsibility for and specialise in a specific support area (e.g. language), while maintaining knowledge and understanding of broader academic skills in order to contribute to the overall delivery of learning development and academic skills activities.
3. To deliver support to all students through workshops, lectures, on-course delivery, group and one-to-one tutorials.
4. To provide tutoring, coaching and guidance support via telephone, email, and MS Teams.
5. To collaborate with colleagues across the University to support and enhance learning, teaching and research including study skills, literacy and digital literacy, assistive technology and using technology supported learning.
6. To contribute to the development of courses, guides, and online tools to help students build up their academic skills.
7. To contribute to the measurement and evaluation of students' academic development through gathering feedback and the production of support and statistics.
8. To keep up to date with current professional learning, teaching and information technology developments in order to improve and enhance the student experience.
9. To ensure delivery of professional excellence and expertise in own area of work, following and maintaining recognised procedures and practices, taking responsibility for the quality of own work and seeking opportunities for improvement through continuous learning. Solutions may involve proactively seeking information, resources and support from others outside own immediate team in order to help achieve results.
10. To take and be accountable for operational decisions in own area of work and to provide advice and feedback to colleagues in the service and across other areas of the University, providing timely and accurate information to support decision-making.
11. To contribute to the improvement of academic skills delivery within the specialist area and to contribute own subject matter expertise as required to broader institutional review mechanisms.

12. To work within the team to set priorities, create clear plans and manage all work to meet the needs of stakeholders.
13. To liaise with service end-users (students and academic teams) in order to identify service improvements, working with the Academic Skills Manager to take forward any actions and communicating these appropriately.
14. To contribute to the delivery of student academic skills provision across the University, covering for colleagues as necessary to ensure service continuity.
15. To assist the Academic Skills Manager in discharging their responsibilities in the operational planning and routine management of the team where required.
16. To contribute to cross university operational groups, working with practitioners in own area of work and provide own subject matter expertise as required to institutional projects and reviews.
17. To contribute to service-wide projects as required across the full range of activity, working with colleagues from other areas of the service to deliver service-level improvements.
18. To ensure all data is stored securely, accurately, confidentially and responsibly; to understand and adhere to personal responsibilities under GPDR.
19. To support and promote the University's Sustainability policies, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
20. To undertake any other duties commensurate with the grade of the post that might be required.

Person Specification

To be eligible for this role, you must meet the following essential criteria:

Qualifications

- Educated to degree level or with significant equivalent work experience in either teaching/training or an appropriate discipline.
- Qualification in specified subject area (e.g. English Language Tutoring - CELTA, and/or PGCE and/or DELTA qualification or TEFL/TESOL equivalent).
- Coaching qualification or significant demonstrable experience of deploying coaching approaches that motivate and secure tutee commitment to learning, personal development and results.

Experience

- Experience of having autonomous
- responsibility for achieving targets.
- Experience planning, organising and delivering workload, and positive student outcomes within a defined area of work.
- Demonstrable experience of delivering Study Skills and English skills to home and international students.
- Demonstrable experience of delivering 1-1 tutoring and also teaching in a variety of formats including lectures, workshops, and seminars.
- Experience of delivering support through IT including email, webinars, live chat, lecture capture, etc.
- Experience of developing training material using a variety of methods and presenting that material face to face and online.

Knowledge and Abilities

- Knowledge and understanding of developments in technology, supported learning and pedagogy.
- Understanding of the challenges facing students in Higher Education and ability to use a range of strategies to enhance students' learning and engagement.
- Excellent knowledge and understanding of IT including use of MS Office, MS Teams and a range of learning platforms.
- Expertise in at least one specific subject or discipline area.
- Ability to work with a wide range of staff and students and demonstrate a

Personal Qualities

- Can respond and adapt to changing demands and priorities in a fast-paced environment including flexibility to assist at events and activities outside of regular office hours as required.
- Expresses ideas, both orally and in writing, with sensitivity and respect for others.
- Initiative to suggest ideas for improvements, sharing this feedback with others in a constructive manner.
- Empathetic, caring and kind: student focused with demonstrable evidence of delivering excellent service to stakeholders.

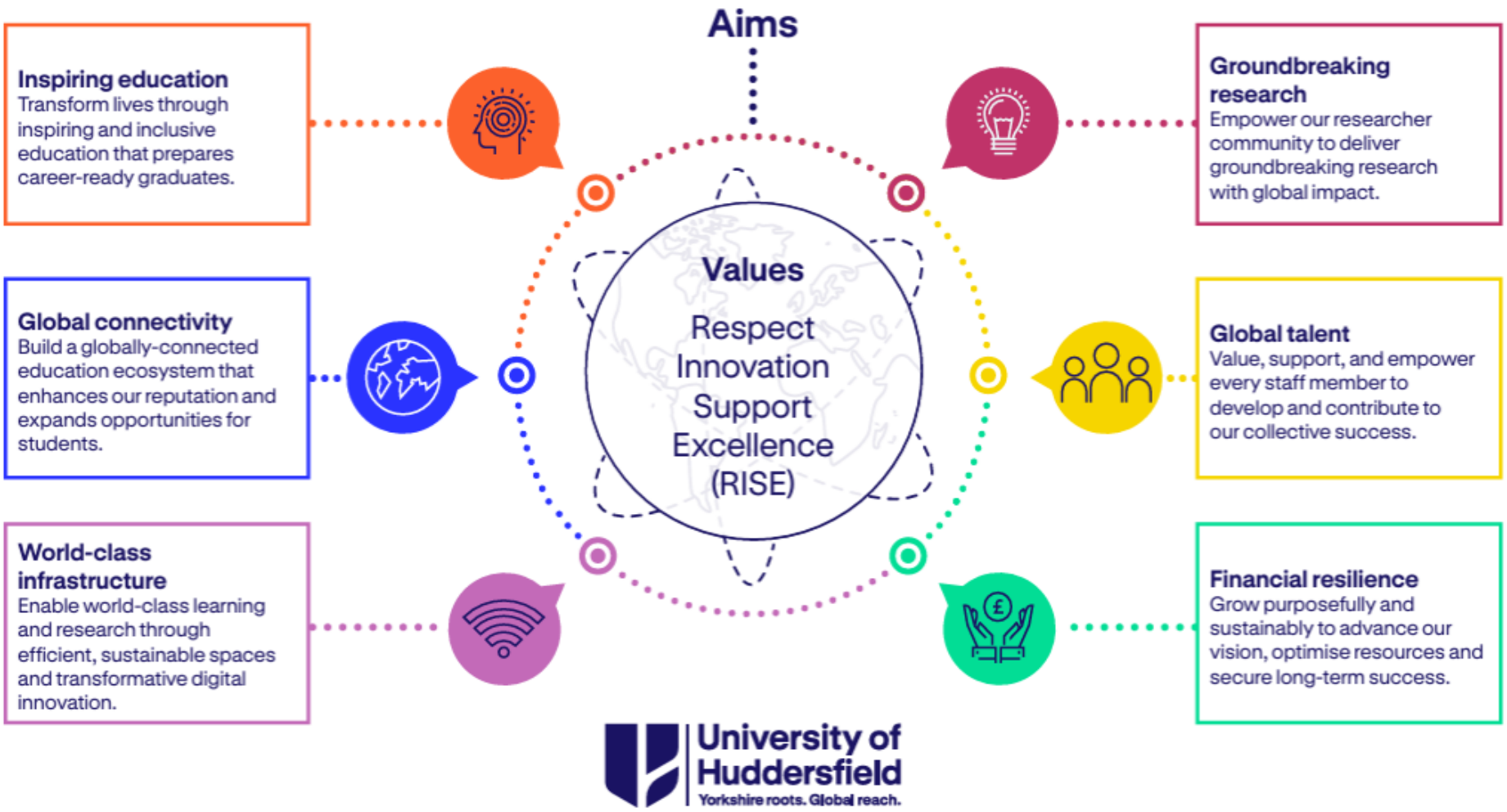
confident and assured approach deploying excellent communication, presentation and coaching skills.

- Ability to prioritise work and meet deadlines deploying excellent organisational skills.
- Ability to build and sustain positive working relations using excellent team working skills.
- Commitment to Equality, Diversity and Inclusion.
- Commitment to excellent customer service.
- Demonstrable personal and professional commitment to the University's strategy, vision and values.

Please make sure you tell us how you meet all elements of our person specification and provide us with examples of this in your supporting statement on our application form.

2030 Strategy

Vision: A globally-recognised University that transforms lives through inspiring education, groundbreaking research, and international engagement.





Equality, Diversity, Inclusion and Staff Networks

The University embraces and celebrates the diversity of our staff, students and applicants and works to ensure University policies, practices, procedures and projects are inclusive. Central to our strategy is inspiring and enabling all our students to succeed and we have committed to eliminating attainment gaps in degree outcomes, student continuation and graduate employment outcomes.

The University of Huddersfield is proud to have been accredited as a Disability Confident Leader, building on our previous accreditation as a Level 2 Disability Confident Employer.

The University has a number of staff networks which provide an opportunity for staff who share a protected characteristic to network, obtain peer support and share information. Our networks include the following:

- LGBTQI+ Staff Network
- Race Equity Staff Network and Affinity Groups
- Staff Disability Network and Neurodiversity Group
- Women's Staff Network
- Inclusive Allies Staff Network

Further information on the staff networks detailed above can be found on our Equality, Diversity and Inclusion web pages



Terms and Conditions

- This post is offered for a fixed term period of 12 months on commencement and is full time, term time only (37 hours per week, 36.4 weeks per year). As the post is linked to a maternity absence the end date is subject to change.

- The salary for this post will be at Grade 6 (£33,010 - £39,914 per annum, pro rata) and is subject to cost of living and incremental progression until the top of the grade is reached. It is expected that salary will be offered at the bottom of this grade.

- Annual leave entitlement is 30 days (pro rata) plus statutory and discretionary holidays throughout the year.

- Enrolment into the local government's career average revalued earning pension scheme is automatic.

- Should you have any queries about working at the University, or any of the terms and conditions of employment stated above, please contact HR@hud.ac.uk



Working at the University of Huddersfield

When you join our team, you'll have access to a wide variety of staff benefits, ranging from wellbeing initiatives and staff networks, to support for your personal development.

Wellbeing

The University is accredited by the Workplace Wellbeing Charter, the national accreditation standard that recognises an organisation's commitment to improving the lives of those who work here. This accreditation demonstrates our commitment to creating a culture that values health and wellbeing.

Personal and Professional Development

You will have access to a wide range of development opportunities to support you. Please take a look at our People and Organisational Development web pages where you can find more details.

Employee Benefits and Discounts

You can take advantage of a wide variety of employee benefits, ranging from salary sacrifice schemes to retail discounts from local companies.

Campus Facilities

Although we enjoy a town centre location, our campus has a canal side location and many green spaces to enjoy. We have a range of delicious food outlets on campus, and access to gym, swim and fitness classes through our ActiveHud membership and benefits. If you drive to work, on appointment you can apply to join the waiting list for our chargeable University car parks.

We're based in the town centre which means we have easy access to local supermarket and shopping facilities.



How to Apply

Acceptable use of AI

Candidates may use AI tools to support proofreading, editing and presentation of their application. However, all application materials should represent the candidate's own experience, perspectives and thinking, which will be explored through the selection process. We are seeking original and authentic responses, and applicants should ensure that any submission reflects their own analysis, judgement and vision for the role.

If you would like to discuss this opportunity further or have any questions about the role, please contact academicskills@hud.ac.uk

Closing date for applications is 29 November 2026.

Reference: R8256

Interviews are expected to take place on 13 January 2027.

TEF 2023 Overall: Gold Student experience: Gold Student outcomes: Gold Teaching Excellence Framework

Ofsted Outstanding Provider

WINNER HEA Global Teaching Excellence Award 2017