Role Description for PgCert Delivery Partners

The Association of Higher Education Professionals (AHEP) is seeking applications for a delivery partner to deliver and assess on the Postgraduate Certificate in Higher Education Administration, Management and Leadership programme with a particular focus on delivery of the Higher Education in Context module.

Overview and context

The AHEP PgCert (level 7) provides professional staff working in management and administrative roles in UK higher education with an opportunity to develop an understanding and critical awareness of current sector issues, to enhance their professional practice through self-directed learning, and to become a more reflective practitioner. It is delivered in collaboration with Nottingham Trent University who validate the award.

As part of the support provision students attend a series of workshop sessions (contact time approx. 26 hours) during their 12 month registration on the programme, delivered by AHEP delivery partners. Modes of delivery may vary in the future but the programme is currently offered online only.

Key responsibilities

- Delivery of student workshop webinar sessions (these range from one to three hours across the 12 month programme) and the ability to deliver mentor induction sessions if necessary.
- Collectively, as part of the programme team, inform enhancements to the structure and processes involved in the teaching and learning aspects of the programme. This will include active attendance at meetings where applicable.
- Contribution to the development and review of training materials and associated resources for the workshop sessions and the student online workspace ‘NOW’.
- Delivery Partners will also be involved in the assessment of student assignments and form part of the team of PgCert assessors, required (but not limited) to:
  - assess a given number of specific assessments (based on previous experience and ability) in accordance with the assessment criteria, regulations and guidelines in force at that time
  - providing constructive and useful written feedback on all assignments marked within the specified timeframe
  - attendance at biannual assessor development days
Essential skills and knowledge

Essential

Knowledge

• relevant specialist knowledge of HE policy, academic administration, management, leadership and practice
• an awareness of current sector issues and national and international developments within HE
• recent experience within UK HE in a relevant field
• a postgraduate qualification

Skills

• The ability to present to diverse groups of students both online and in person
• The ability to make complex information accessible and engaging to an audience of varying levels
• The ability to facilitate effective group discussions and activities
• The ability to inform and discuss relevant sector issues
• The ability to provide constructive feedback and advise in relation to assessment criteria and learning outcomes
• relevant experience of assessment and/or providing feedback in a HE setting, preferably on CPD activity or at postgraduate level

Desirable

• experience of staff development and training
• the ability to contribute to the development and enhancement of the assessment process
• an understanding of the value of CPD
• an understanding of reflective practice in professional development
• relevant experience of mentoring

 Fees

For delivery

Delivery partners are paid for each hour delivered online. The rate is £52.15 per hour (of session delivery). This rate includes preparation prior to delivery of the sessions. You would expect to deliver between 10 and 20 hours per year, specifics by agreement and in line with programme needs. As a member of the Programme Team you would be expected to attend online PDET meetings with responsibilities and contributions as described above. This attendance would not be paid for.

For assessment

Remuneration is £15 to £35 based on assignment type (formative 750 words – 4000 words).
Most meetings take place online but any travel expenses incurred for attending meetings and events are paid for at the standard AHEP rate.

**How to apply**

Please submit your CV and a covering letter highlighting your experience relevant to the criteria above, and stating your reasons for applying to join the programme team. You should send these documents to pgcert@ahep.ac.uk by the closing date within the advert.

**Further information**

The PgCert is a 12 month programme made up of two 30 credit modules and is validated at level 7 by its collaborative partner, Nottingham Trent University:

*Higher Education in Context*
Assessments explore theories of leadership, management and governance within HE and current HE policy via three assessments; 750 word essay (formative), 1500 word blog task, 4000 word topic based assessment (currently on sustainability).

*Professional Practice in Higher Education*
Assessments focus on professional development planning, theories and models of reflection and AHEP’s Professional Framework via three assessments; 750 word assignment (formative), 2000 word reflection on leadership and management, 3500 word reflective assignment on personal development.

All workshop sessions are delivered by two delivery partners in accordance with the standards set out by the Programme Development and Enhancement Team (PDET) and cover all aspects of the PgCert including sector relevant topics, professional development planning, the mentor relationship, academic study skills, level 7 assessment and reflective practice.

All students are allocated an AHEP mentor to support their learning journey. PgCert delivery partners are also responsible for delivering mentor induction sessions.

More information about the structure, content and focus of the PgCert programme can be found at ahep.ac.uk/pgcert

**Training and induction**

*For delivery*
Delivery partners will be expected to engage with the PgCert programme materials and guidance provided in order to ensure they are able familiar with the content and structure of the programme.

Prior to delivering a session, all delivery partners will be required to shadow existing delivery partners at a workshop session and subsequently may be observed in delivering a session by an established member of the team.

*For assessment*
Final confirmation of appointment will be dependent on satisfactory completion of sample assessment and where possible attendance at initial assessor training.

**Selection**

Applicants will be appointed on their ability to fulfil the criteria listed above and will be interviewed to further assess their suitability for the role.

Interviews will take place online in February 2024.

**Terms of appointment**

At this stage the appointment is intended to be for 12 months and as detailed in the Fees section, payment will be for the hours worked. As a member of the programme team, all delivery partners and assessors may be subject to an annual performance review.

While we would encourage the successful candidate to join AHEP upon appointment, membership will not be essential.