

JOB DESCRIPTION



Job Title: Principal Educational Developer (New Programmes Project)
Department: Education Services
Faculty/Professional Service: Central Services
Location: Tavistock Place, London (LSHTM Hybrid working framework)
Reports to: Associate Professor, Education Development
Full Time/Part Time/Casual: Full-time
Grade: Grade 7
Overall Purpose of the job: The Principal Educational Developer (New Programmes Project) will play a significant role in leading curriculum design activities for two new flagship LSHTM MSc programmes. The main purpose of the role is to lead a process of programme design by providing high-quality advice and support to the MSc programme teams, informed by sector-wide best practice on curriculum design, including: designing module aims and learning outcomes; learning and teaching strategies; online, blended and in-person pedagogies; assessment design; approaches to student support. The role holder will work closely with the Associate Professor, Education Development and the two MSc programme teams in the faculty of Epidemiology and Population Health and the faculty of Public Health and Policy to ensure the timely and successful completion of the project. The role holder will also contribute to broader activities, where relevant.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

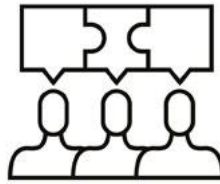
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

- Act as the main curriculum point of contact for the New Programme Project, working with academic staff on the curriculum design of two flagship MSc programmes in the faculties of Epidemiology and Population Health and Public Health and Policy.
- Provide thought leadership on curriculum design matters to senior colleagues and programme teams across two MSc programmes.
- Proactively contribute to New Programme Project meetings; take responsibility for initiation and timely completion of collaborative curriculum design actions; report progress to senior stakeholders.
- Independently design and lead interactive workshops for academic staff on curriculum design, ensuring that good practice from LSHTM and the wider HE sector are embedded into outcomes.
- Initiate and lead discussion among academic colleagues to identify consensus on curriculum design issues; proactively and independently seek to resolve differences where they exist.
- Proactively lead the development of curriculum design approaches that embed co-creation and collaboration with students, alumni and external partners; independently and proactively initiating new approaches and evaluating their outcomes and impact
- Provide high-quality feedback on draft curriculum documents, ensuring that they are consistent with good practice and sector guidance (e.g. QAA Quality Code) on curriculum design, and reflect LSHTM's unique mission and values.

- Independently initiate collaboration with individuals and teams across LSHTM.

Additional Information

- Contribute to the broader work in the department where relevant, bringing knowledge and expertise in curriculum design into a wide range of enhancement projects.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> A postgraduate qualification (e.g. MA, MSc, MEd, PGCert) and Fellow of the Higher Education Academy (or equivalent professional recognition) 	E
	<ul style="list-style-type: none"> Postgraduate Certificate in Learning and Teaching in Higher Education or equivalent. 	E
Experience	<ul style="list-style-type: none"> Extensive experience of leading academic teams to innovate curriculum and assessment design, ideally in a public health or STEM context 	E
	<ul style="list-style-type: none"> Significant experience of designing modules in a Level 7 higher education context. 	E
	<ul style="list-style-type: none"> Experience of strategic, programme-level curriculum design in online, blended and in-person higher education contexts. 	E
	<ul style="list-style-type: none"> Experience of developing and implementing successful partnerships with students in a Higher Education context. 	D
Knowledge	<ul style="list-style-type: none"> In depth knowledge of contemporary approaches to curriculum design and delivery, and digital learning strategies 	E
	<ul style="list-style-type: none"> Strong working knowledge of higher education quality processes in module/programme design and approval 	E
General	<ul style="list-style-type: none"> Ability to independently manage large and complex projects, track project progress, proactively report complex data to senior stakeholders, work to deadlines and independently manage competing priorities. 	E
	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to influence senior colleagues, exercise tact in difficult situations, and initiate and develop excellent working relationships with academic and professional services colleagues. 	E
	<ul style="list-style-type: none"> Experience of working with colleagues from a wide range of backgrounds, and understanding of the strategies for improving equity, diversity and inclusion in programme and module design 	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: March 2025

Salary and Conditions of Appointment

The post is fixed term for 18 months and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 7 scale in the range £52,199 - £59,623 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).