

# JOB DESCRIPTION



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| <b>Job Title:</b> Principal Educational Developer (Faculty)   |
| <b>Department:</b> Division of Education  |
| <b>Faculty/Professional Service:</b> Division of Education  |
| <b>Location:</b> Tavistock Place or Keppel Street, London (LSHTM Hybrid working framework)  |
| <b>Reports to:</b> Pro-Director Education   |
| <b>Full Time/Part Time/Casual:</b> Full-time  |
| <b>Grade:</b> Grade 7   |
| <b>Overall Purpose of the job:</b> The Principal Educational Developer (Faculty) will play a significant role in supporting education enhancement and academic professional development in education in their assigned Faculty. The role holder will respond to the needs of the Faculty and work under the supervision of the Faculty's Associate Dean Education to help implement the School's education strategy and priorities in the Faculty.<br><br>The main purpose of the role is to support the Faculty to improve the quality of teaching and assessment across their portfolio of taught courses, modernise education delivery according to institutional education priorities, manage education projects in collaboration with relevant colleagues, and provide tailored, direct support to academic staff and teams delivering education in the Faculty.<br><br>The role holder will work closely with the education team in their allocated Faculty, including the Associate Dean for Education, Head of Faculty Education Administration, Faculty Digital Education Manager, and academic staff in education management roles across the Faculty.<br><br>They will also lead delivery of the education development pathway for academic staff, supporting staff with applications for external accreditation e.g. AdvanceHE Fellowship and developing pedagogic expertise through the delivery of the Advancing Learning and Teaching course. The role holder will also support institutional education development activity as agreed by the Pro-Director Education, which will involve working with other education-focused teams across the School, including in other Faculties, in the Education Services team, and in the Talent Development team. |

## 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**

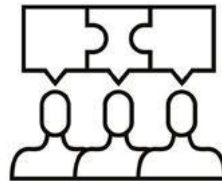
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **Main Duties and Responsibilities**

### **1. Strategic Leadership and Education Planning**

- Work closely with colleagues in the Faculty education team, including particularly the Associate Dean for Education, Head of Faculty Education Administration, and Faculty Digital Education Lead, to develop, implement, monitor, and evaluate Faculty Education plans
- Support the Pro-Director Education and Education Leadership Team to implement institutional educational priorities in the Faculty
- Act under the direction of the Associate Dean for Education to regularly review all education delivered in the Faculty to ensure it aligns with the School's overall priorities and strategy
- Take on leadership and management roles related to curriculum and assessment development across the Faculty as directed by the Associate Dean for Education and Pro-Director Education
- Work closely with Faculty Digital Education Leads to develop and deliver a Digital Education Strategy which is pedagogically informed and reflective of the current and future needs of LSHTM staff and students
- Support the Associate Dean for Education to ensure that relevant Faculty staff are aware of and comply with LSHTM academic policy and external regulatory and legislative requirements related to education delivery
- Drive the Faculty's inclusive education agenda, working with colleagues in education and EDI teams across the Faculty and School to support initiatives to decolonise the curriculum, widen participation, and minimise attainment gaps
- Keep up to date with the latest thinking in higher education policy and practice, including through networking with appropriate external stakeholders and professional bodies

### **2. Academic Development and Staff Support**

- Work with the Associate Dean for Education to identify key development priorities for academic staff in the Faculty and plan approaches that best fit these needs, liaising with relevant colleagues outside the Faculty where required for co-ordination
- Advise and mentor Faculty academic staff in matters relating to education, including providing coaching and support to staff seeking to strengthen their education contributions or gain education credentials
- Support the LSHTM CPD Route to Advance HE Fellowship, including acting as a mentor and reviewer for applicants seeking recognition at D1 to D3, and as a member of panels
- Design and deliver high-quality training at an institutional level as directed by

the Pro-Director Education, working in collaboration with colleagues across Faculties and the Talent Development team

### **3. Quality Enhancement and Student Experience**

- Contribute to the improvement of the quality and inclusivity of education in the Faculty, e.g. by participating in the development of new learning and teaching materials or approaches, improving assessment practices, assessing QAS documentation prior to publication, or improving aspects of the student experience
- Collaborate with colleagues across the Faculty and in the Education Services teams to develop and deliver action plans to improve the quality of the student learning experience
- Attend and proactively contribute to education-related committees and meetings at Programme and Faculty level, and at School level where directed by the Associate Dean for Education and/or the Pro-Director Education
- Participate in School education networks and working groups, as directed by the Pro-Director Education

#### 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 |
|---|---|-------|
| <b>Education, Qualifications and Training</b> | <ul style="list-style-type: none"> <li>A postgraduate qualification in a discipline related to the education provision at LSHTM</li> </ul>                                      | E     |
|   | <ul style="list-style-type: none"> <li>Senior Fellow of the Higher Education Academy</li> </ul>   | E     |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>Extensive experience of leading academic teams to innovate curriculum and assessment design</li> </ul>                                   | E     |
|   | <ul style="list-style-type: none"> <li>Significant experience of designing modules in a Level 7 higher education context.</li> </ul>  | E     |
|   | <ul style="list-style-type: none"> <li>Experience of curriculum and assessment development in online, blended and in-person higher education contexts.</li> </ul>               | E     |
|   | <ul style="list-style-type: none"> <li>Experience of using the UK PSF to inform academic professional development</li> </ul>  | E     |
|   | <ul style="list-style-type: none"> <li>Experience of supporting a CPD route to Advance HE Fellowships</li> </ul>  | E     |
|   | <ul style="list-style-type: none"> <li>Experience of working in an education development role in a research-intensive university, ideally in a public health context</li> </ul> | D     |
|   | <ul style="list-style-type: none"> <li>Experience of working in a transnational educational development context</li> </ul>  | D     |
| <b>Knowledge</b>                              | <ul style="list-style-type: none"> <li>In depth knowledge of contemporary approaches to curriculum and assessment in a UK Higher education context</li> </ul>                   | E     |
|   | <ul style="list-style-type: none"> <li>Strong working knowledge of higher education quality processes and regulatory expectations</li> </ul>                                    | E     |
|   | <ul style="list-style-type: none"> <li>An in-depth understanding of strategies to improve equality, diversity, and inclusion in a higher education context</li> </ul>           | E     |

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|----------------|---|-------------------------|
| <b>General</b> | <ul style="list-style-type: none"> <li>• Ability to independently manage and track complex projects, proactively report complex data to senior stakeholders, work to deadlines and independently manage competing priorities.</li> <li>• 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.</li> <li>• Contributions to innovations and research in education</li> </ul> | E<br><br><br>E<br><br>D |
|----------------|---|-------------------------|

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: October 2025

## Salary and Conditions of Appointment

The post is full-time 35 hours per week, 1 FTE and permanent. The salary will be on the LSHTM salary scale, Grade 7 scale in the range £53,317- £61,034 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](mailto: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](#).