

Job
description

Education Strategy Officer

August 2023

Directorate:	Registry Academic Services
Pay grade / staff group:	Professional Services 4
Hours / duration:	Full-time (35 hours per week), Monday to Friday. Flexible or part-time hours requests may be considered. Fixed-term contract for 2 years
Reports to:	Assistant Director (Registry)

Context

The role is based in the Academic Services Directorate which aims to create an efficient and effective academic environment for the scientific community to flourish. The work of the Directorate underpins both research and education supporting the whole research lifecycle, providing education resources, administering all aspects of postgraduate study as well as managing ICR information and personal data safely, fairly, and legally. The successful applicant will join the Registry team which provides administrative support and policy expertise for the operation of the ICR's degree programmes as well as leading on the enhancement of the student experience and the management of strategic education collaborations.

Main purpose of the job

The post-holder supports the Education teams to deliver workstreams that support our Education Strategy, including managing educational collaborations, implementing enhancements to the ICR's education provision and employability initiatives, using data to inform these, and conducting reviews of educational policy and process.

Our mission
is to make the
discoveries that
defeat cancer.

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Duties and responsibilities

Key duties

Support the Assistant Director (Registry) in the scoping and delivery of strategic projects including the introduction of new courses and new delivery methods, monitoring alignment with both strategic vision and existing regulations and policy, proposing adaptations to these where necessary.

In liaison across Academic Services and the Business & Innovation Office, maintain and manage collaborative arrangements and associated documentation, building and developing relationships with educational partners.

Track programme deliverables and measure alignment with expectations and commitments, working with others to generate ideas for future delivery of existing and new programmes.

Ensure effective use of publications and student experience data, and of alumni data and networks to inform enhancements to support and training provision for existing and future students.

Support the development of training for staff who teach, supervise and support the ICR's students.

Undertake a range of policy, process and quality reviews including those arising from Office for Students expectations.

Maintain oversight of all student-facing information working across the Education Teams to ensure accuracy and consistency.

Specific responsibilities

Partnership working:

- Work across with the operational teams to ensure adherence to the Educational Collaborative Provision Policy and related processes for all types of collaborative arrangements in place, maintaining and updating agreements as necessary in liaison with partner organisations and the ICR's Business and Innovation Office.
- Ensure collaborative partners have a full understanding of the ICR degree programmes and that expectations for the partnership are aligned, monitoring adherence to collaborative agreements.
- Draft and review new collaboration agreements (with the Assistant Director (Registry) and Business & Innovation Office).
- With colleagues in the Business & Innovation Office, explore opportunities for student placements at industrial partner organisations, including pharmaceutical and biotechnology companies, and work with the Student Experience & DTP Manager to roll-out to students.

Ensuring provision meets regulatory and funding expectations:

- Work with colleagues across the ICR to respond to new and emerging conditions of registration from the Office for Students.
- Contribute to requests for information and consultations from the Office for Students.
- Maintain awareness of commitments made in educational grants and how the ICR is delivering against these, providing comparison and advice as necessary.
- Alongside the Student Experience & DTP Manager, ensure distinct identity of funded programmes,

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particularly through the consistent use of branded design and language across communications.

Expanding and enhancing provision:

- Working across the Education Teams, support the development of proposed new courses or sources of students and alumni, including carrying out market research as required.
- Support the Head of Clinical Taught Course, the Education Projects team and academic colleagues in exploring the use and implementation of wholly-online and hybrid teaching methods in new and existing taught courses.
- With support from the Education Projects Officer, run the Postgraduate Research Experience Survey (PRES) and Postgraduate Taught Experience Survey (PTES), as well as exit surveys and find ways to boost response rates.
- With support from the Education Projects Officer, analyse student survey data, compare to benchmarks, and in liaison with relevant teams and students highlight salient outcomes and propose resulting actions, presenting these to academic committees.

Student employability:

- With support from the Registry Administrator, track the careers of alumni from ICR research degree programmes and taught courses, using the data to report trends and propose actions to relevant committees as well as feed into publicity and grant applications.
- Liaise with the Head of Research Degree Programmes and the Registry Systems & Data Manager to ensure timely upload of contact data for the HESA Graduate Outcomes survey.
- Work with colleagues in the Communications Directorate to curate biannual editions of the Network newsletter for alumni as well as creating case studies of a range of alumni, for use in ICR publicity and grant applications.
- Lead initiatives to ease the PhD-to-postdoc transition, including finding ways to encourage publication of research during students' doctoral studies.
- Connect with and grow the alumni community via LinkedIn and other relevant mechanisms.

Curating training for teaching and support staff:

- With the Research Degrees Team, liaise with the Learning & Organisation Development team to build a menu of training for primary and associate supervisors, including a review of existing supervisor resources and support.
- In liaison with others, drive forward plans to curate and implement a programme of optional training for taught course module leaders and lecturers, including routes to Advance HE fellowship.
- Create and deliver a programme of training for new and existing Registry staff.
- Arrange training for Senior Tutors, to allow them to provide effective support to students and their supervisors.

Reviewing policy, process and information:

- Provide a periodic independent review of high-stakes processes such as our compliance with UKVI visa responsibilities.
- With other colleagues in the education teams, lead on a share of reviews of ICR policy and processes to ensure alignment with outcomes of internal reviews as well as with best practice in the sector.
- Support major quality reviews as necessary, such as the periodic reviews of our degree programmes.
- Conduct periodic equality impact assessments for all education-related procedures, identifying any unintended consequences of new policy.
- Contribute to requests for information and consultations from the Office for Students.
- Maintain oversight of the full range of our student-facing educational webpages and communications, to ensure these remain accurate and up-to-date, working with the Education Projects Manager to ensure

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appropriate branding and tone.

- Assist with student casework where necessary – appeals, reviews of non-academic decisions, complaints.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

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Person specification

Education and Knowledge

Undergraduate degree, or significant experience of working in a university environment.	Essential
An understanding of postgraduate education and the higher education environment.	Essential

Skills

Excellent standard of written and spoken English.	Essential
Excellent standard of numeracy, with an intermediate level of skill with Microsoft Excel.	Essential
Demonstrable ability to interpret and communicate complex information clearly, making recommendations where appropriate.	Essential
Self-starter with the ability to prioritise and manage a varied workload, meeting strict deadlines.	Essential
Confidence and ability to work with staff at a range of levels of seniority, communicating with tact and diplomacy to draw consensus whilst driving projects forward	Essential
Strong influencing and negotiation skills.	Essential
Managing datasets, in-depth analysis of data and succinct reporting	Essential
High-level of attention to detail	Essential
Excellent IT skills and experience with commonly used software packages such as Microsoft Office	Essential
Ability to think strategically, connecting policy and strategy to proposals for workable systems and process developments	Essential

Experience

Working with students, administrative and academic staff and senior management	Essential
Writing and presenting formal committee papers.	Essential
Policy development in a research-intensive HEI.	Desirable
Organising internal training programmes	Desirable

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About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six [values](#). They are what bring us together as one team – as 'One ICR'.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.

They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

