

Job pack

Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal



Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave entitlement is 30 working days (not including bank holidays).
- [Season ticket loan scheme](#)
- [Pension scheme](#)
- [Reward and recognition schemes](#)
- [Staff Networks](#)
- [Cycle to work scheme](#)
- [Qmotion sport fitness centre](#)
- [Employee Assistance Programme](#)
- [Family friendly policies](#)
- [Flexible working practices](#)

Job details	
Job title	Academic Head, Centre for Excellence in Artificial Intelligence in Education
School/Dept/Institute Centre/Faculty	Queen Mary Academy
Reports to	Director, Queen Mary Academy
Grade and salary	Honorarium £5,000 pa
Hours per week	0.2fte
Appointment period	Three years
Current location	London (based at Dept W, but will be required to work across all London campuses on a regular basis)
Work activity type	Teaching only or Teaching and Research

Job description

Job context

Queen Mary has a reputation for excellence in research in AI. Our education is infused by our research, in this and all other areas. AI in all its aspects – the development of AI skills in our graduates, its use to improve students’ educational experience, the ethics that surround its use and its potential to improve our pedagogy and our educators’ experience are of expanding interest at Queen Mary.

Queen Mary is now establishing a new Centre for Excellence in Artificial Intelligence in Education in order to build on our existing leadership in all these areas. In developing this centre for excellence, we aim to become known as the university to join if you want to be at the forefront of the use of AI in education.

The Centre’s aims are:

- To set Queen Mary graduates apart through having the key skills that organisations are looking for in their recruits
- To enhance Queen Mary’s reputation for excellence in education
- To enhance our students’ educational experience
- To energise our educators with new skills that can improve pedagogy and reduce workload

This is an exciting opportunity for a Queen Mary educator to take on the role of founding Academic Head of the new Centre, which will be hosted by the Queen Mary Academy.

The post is offered as a part-time fixed term secondment. This opportunity is available to current academic staff at Queen Mary employed on either Teaching and Research or Teaching and Scholarship contracts, at Senior Lecturer or above. The postholder will be seconded to the Queen Mary Academy for 20% of their time whilst continuing with their substantive academic role for the remaining 80% of their time. The post is for a three year fixed term appointment, which can be renewed.

Job purpose

As founding Academic Head you will work closely and collaboratively with the Centre's Steering Group and with Queen Mary's educational leadership team to shape and deliver an ambitious agenda for the Centre.

Using your expertise in the innovative use of Artificial Intelligence in education, you will play a pivotal role in raising the profile of Queen Mary as a leader in the innovative use of AI in education. You will be expected to drive a culture of innovation and inspire a community of experts.

To succeed in this role, you will need to demonstrate leadership in the development and delivery of change and innovation, demonstrating both exceptional influencing skills and the ability to enhance our academic reputation.

Main duties and responsibilities

- Engage widely across Queen Mary to recruit educators to join the Centre
- Work to map and understand the existing landscape of activity in Schools and Institutes
- Lead a scoping exercise to understand the development needs of educators and the resources required to deliver a programme to develop capacity AI knowledge and skills for educators
- Lead the development of a programme of events, for example seminars, symposia and a webinar series
- Enhance Queen Mary's reputation for excellence in education through presentations and publications, disseminating the pedagogical work of the Centre
- Lead and contribute to bids for funding and award nominations which grow Queen Mary's reputation as an innovator in the use of AI in education
- Lead the evaluation of the impact of the Centre, through educational scholarship projects
- Develop a strategy for the role of students as co-creators and educators in AI

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

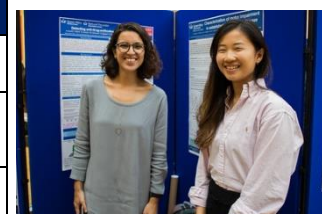
Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

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

Qualifications	Essential	Desirable
PhD and / or relevant professional qualification and / or equivalent professional experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recognised under the Professional Standards Framework at Senior Fellow (SFHEA) or above	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience/Knowledge		
Expertise in the innovative use of artificial intelligence in education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of high quality general or subject-specific pedagogical work published in appropriate outlets / media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record of mentoring and developing staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clear and ambitious plans for future scholarship activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable experience in developing and delivering effective communications strategies to engage staff with education initiatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of leading large scale educational change projects in a higher education institution in the field of education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills/Abilities		
Skilled communicator, with the ability to influence and build and maintain positive working relationships with a range of senior stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent organisational, communication and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Action oriented with the ability to work at a fast pace with clear focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to evidence the impact of initiatives, and provide recommendations where appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to develop teaching and scholarship proposals to bid for external funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven ability to work collaboratively with academic colleagues across a broad range of disciplines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven ability to respond to changing objectives and demands and to support innovation, supporting the organisation to become more agile in response to emerging needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other		
*The ability to meet UK 'right to work' requirements.	<input type="checkbox"/>	<input type="checkbox"/>



* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](#) to verify their right to work.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For **additional** information on both visa sponsorship and non-sponsorship **visa** routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional [Athena SWAN](#) award for advancing gender equality and champion a number of [EDI initiatives](#) across the University. We also offer a number of development programmes including [Springboard](#), [Aurora](#) and [B-MEntor](#). We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](#) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](#) with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school/Department/Institute can be found at:

www.qmul.ac.uk/queenmaryacademy

Informal enquiries should be made to:

Name: Professor Janet De Wilde

Email: janet.dewilde@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

