



Job Description and Person Specification

Summary

Job title:	Academic lead for Artificial Intelligence
Area:	University Executive
Reference:	EHT2410-0926
Grade and Salary:	Grade 10. Points 41-45. £53301 - £59966 per annum, pro rata
Contract Type:	Fixed Term for 3 Years
Hours:	Part Time (14.8 hours per week)
Location:	Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	PVC Education and Student Success
Reporting to:	PVC Education and Student Success

About the Role

Artificial Intelligence is transforming higher education, research, professional practice and university operations. Edge Hill University has established strong foundations for responsible AI adoption and is committed to developing a coordinated institutional approach that enables staff and students to engage confidently, creatively and ethically with AI technologies.

The Academic Lead for Artificial Intelligence will provide strategic academic leadership for the development and delivery of the University's Artificial Intelligence Strategy across education, research, innovation and operations. You will act as the University's principal academic champion for AI and will support the implementation of a coherent institutional approach that aligns with University values, governance arrangements and strategic priorities.

The role will chair the AI Strategy Delivery Group and work collaboratively with Faculties, Professional Services and students to support innovation, enhance student success, strengthen academic practice, improve organisational capability and promote responsible and human-centred use of Artificial Intelligence.

Departmental consultation has identified a strong need for leadership in areas including AI literacy, assessment redesign, policy development, governance, staff development, communities of practice, curriculum transformation and discipline-specific implementation. The Academic Lead will play a pivotal role in coordinating and delivering these priorities across the institution

About Us

Founded in 1885 as the first non-denominational teacher training college for women, Edge Hill was born from a belief that education could – and should – change lives. It's a university that has always been shaped by those willing to move forward, even when it meant standing apart. Today, Edge Hill is a pioneering university defined by action, where staff play a vital role in connecting students to real skills, real networks and real futures.

The University's teaching, research and innovation transforms lives, creates opportunity and strengthens society. 62% of the University's research was classed as 'world-leading' or 'internationally excellent' in the 2021 Research Excellence Framework.

It has over 12,000 students studying at both undergraduate and postgraduate level. As a university based in the heart of the North West, it takes a connected approach in bringing together education, business, public services and communities.

Edge Hill was awarded University of the Year for Student Experience (Daily Mail University Guide 2026) and 5th in the UK Overall (Uni Compare 2026). In 2024, it

was the first University to achieve Ofsted Outstanding for all phases of its Initial Teacher Training provision under the new Inspection Framework.

The University aims to create an environment in which colleagues can thrive, adapt and lead in a changing world. With a strong focus on continuous improvement, inclusion and wellbeing, the University places staff, students and communities at the heart of its success. For staff, this means the opportunity to contribute to a values-led institution, work collaboratively across disciplines and services, and build a rewarding career in an ambitious university community.

Continued investment in campus facilities and digital infrastructure supports an ambitious and inclusive working environment. This includes a £17.4m Life Sciences Building, alongside a £35m investment in brand new accommodation and a Students' Union building which opened at the beginning of October 2024. It has also been recognised as one of the UK's best green spaces for 14 successive years (Green Flag Award 2025).

The University is committed to providing staff and students with accessible, high-quality services, underpinned by innovation, collaboration and a culture that values people.

Duties and Responsibilities

1. Lead the development, implementation and review of the University's Artificial Intelligence Strategy and associated delivery roadmap
2. Chair the AI Strategy Delivery Group and coordinate institution wide AI activity across the Faculties and Professional Services
3. Provide strategic advice and expert guidance to university leadership on opportunities, challenges and emerging developments relating to Artificial Intelligence
4. Lead the development of institutional policies, guidance, frameworks and standards relating to Artificial Intelligence
5. Promote ethical, responsible, transparent and human-centered approaches to AI use across all areas of university activity
6. Support Faculties and Departments in embedding AI literacy and capability development into curricula and student learning experiences
7. Lead institutional work to develop guidance and best practice relating to assessment design in an AI-enabled environment, including authentic assessment, academic integrity and curriculum innovation.
8. Promote approaches that ensure graduates become competent, creative, critical and responsible users of AI.

9. Support the Centre for Learning and Teaching and Faculties in identifying, evaluating and disseminating innovative uses of AI in learning, teaching and assessment.
10. Promote and support the use of approved AI technologies that enhance student success, accessibility, inclusion and wellbeing.
11. Work with colleagues across Digital, Data and Technology, Information Governance, Academic Quality and Legal Services to ensure appropriate governance, compliance and risk management arrangements are in place.
12. Contribute to the continued development and governance of an approved institutional AI toolset and associated processes.
13. Promote responsible and innovative AI use within research, scholarship and knowledge exchange activities.
14. Represent the AI Strategy Delivery Group through relevant governance structures including the Digital and Data Group, Education and Student Success Committee and Research Committee as required.
15. Monitor sector developments, regulatory changes, emerging technologies and best practice relating to AI and communicate implications for the University.
16. Develop partnerships and engage with external networks to support institutional learning and reputation-building in relation to Artificial Intelligence.
17. Act as an advocate for responsible innovation and digital capability development

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Doctoral qualification or equivalent professional experience	Essential	Application
Fellowship or professional recognition in Higher Education, Digital Education or related area	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant academic leadership experience within Higher Education	Essential	Supporting Statement and Interview
Experience leading strategic change initiatives	Essential	Supporting Statement and Interview
Experience of learning, teaching and curriculum enhancement	Essential	Supporting Statement and Interview
Demonstrable knowledge of Artificial Intelligence and its implications for Higher Education	Essential	Supporting Statement and Interview
Experience of developing policy, guidance or governance frameworks	Essential	Interview
Understanding of academic integrity and assessment design in an AI-enabled environment	Essential	Interview
Knowledge of ethical, legal, accessibility, privacy and governance issues relating to AI	Essential	Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of delivering staff development and capability-building activities	Desirable	Interview
Experience of AI-related scholarship, research or funded projects	Essential	Interview
National or sector profile relating to AI, digital education or innovation	Essential	Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to provide strategic leadership across a complex organisation	Essential	Interview
Excellent communication and influencing skills	Essential	Interview
Ability to develop productive relationships across academic and professional services communities	Essential	Interview
Ability to analyse emerging technologies and identify practical opportunities for implementation	Essential	Interview
Ability to build and sustain Communities of Practice and collaborative networks	Essential	Interview
Ability to work independently whilst influencing without direct line-management authority	Essential	Interview
Ability to inspire confidence and lead cultural change in relation to innovation and technology adoption	Essential	Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Neil Morris, Pro Vice-Chancellor (Education & Student Success) at Neil.Morris@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.