

Curriculum Management Expert And Experts Community

The Curriculum Management Project is seeking to establish a community of Curriculum Management (CM) experts comprising people who represent all elements of the end-to-end CM process from across the School i.e., central divisions and academic departments. The Community will support the people side of change related to the CM project and when the project closes, continue as a community of successful CM practice.

1) Context

Curriculum management is defined as the creation, use, manipulation and publication of curriculum data. Curriculum data is all data relating to programmes and courses of study at the School.

The Curriculum Management (CM) project, part of the Course Selection and Timetabling Change Programme (CSTCP), will replace the current CAPIS and REG curriculum management systems with a definitive source of truth system for course and programme information for LSE. The project will also review and enhance curriculum management processes, and upgrade how curriculum information is published to and accessed by students and staff. The first project go-live is planned for August 2024.

LSE has a dynamic, diverse, supportive, and team-oriented workplace culture. The CM project will build on this to connect and engage CM experts from across the School.

2) Curriculum Management Experts and Experts Community Role

Curriculum Management Experts are people who work on, input in to, or 'own' a part, or parts, of the LSE CM process e.g., members of TQARO as the CM system owners; ARD Systems setting up new programmes and courses in SITS, Eden Centre providing advice on course and programme design, or academic departments proposing or editing course and programme information.

We are keen to work with experts from all levels of LSE: you do not need to be a manager.

You will work most closely with the Change Management Team, which sits within the overall Project Team.

Identified CM Experts will form a CM Experts Community which will:

- Create a space for all work areas involved in curriculum management to view the end-to-end process; share perspectives; and develop a common understanding of how each constituent part fits together to form the overall process.
- Meet monthly to exchange feedback and ideas between members and with the CM Project Team; offer and receive support and coaching; help troubleshoot problems and facilitate resolution e.g., action learning sets or other appropriate mechanisms; and plan how to engage and work with people impacted by the change as the project progresses.
- Identify or evaluate proposed process enhancements within the framework of the project's work.
- Actively contribute to project communications and engagement planning and delivery, including representing the project and work of the Experts Community to stakeholder groups.
- Support and encourage feedback loops between constituencies and the project e.g., providing points of contact for impacted colleagues and pulse-taking: helping the project Change Management Team to understand and respond to impacted people's perspectives of the changes proposed.
- Actively contribute to concern management planning and delivery.
- Undertake peer-peer support and concern management, between Experts Community members and within constituency groups, for the duration of the project.
- Use professional expertise to inform project work and the relationship between the changes delivered by the project and business as usual e.g., system testing and training design.

- Highlight information or School developments relevant to the CM project to the Project Team.
- Support the plans, structures, and processes in place to successfully realise the project benefits.
- Advocate for the change management approach of the project and wider Course Selection and Timetabling Change Programme.
- Provide a feedback loop to the Change Management Team on the structure and activities of the Experts Community to allow for learning and adapting.
- Continue post project closure as a community of successful practice for curriculum management to support embedding the changes introduced along with future innovation and development.

Work will be undertaken in meetings and between meetings, with members of the CM Project Change Management Team co-ordinating and managing items as required.

3) CM Experts Community Member Attributes

As a Curriculum Management Expert, you will draw upon your professional skills and:

- Have a sound knowledge base of the current and new (information to be provided) CM systems.
- Be an ambassador for the work of the CM project.
- Be instrumental in the implementation of the change brought by the CM project and promote the new CM system and processes to colleagues.
- Believe in the change, driven by the CM project's vision, and be energised by a passion for positive change.
- Develop relationships with project staff and key stakeholders: supporting, encouraging, and leading colleagues through the change.
- Be a key communicator of the change within your work area, and across areas where possible, clearly and effectively conveying the work of the project and its aims.
- Work with colleagues to assist with concern management and overcoming barriers to the change where necessary.
- Motivate people to see the benefits and advantages of the change.

4) Resources and Support

The Change Management Team comprises: Cheryl Edwardes (Business Improvement Unit, BIU), Casey Hawkins (Teaching Quality Assurance Review Office, TQARO) and Peyton Babbe (Communications Division, CD). Additionally, the CM Project is managed by Dalia Popove, BIU. The Experts Community will have regular access to all team members, who can offer advice and support as needed. We will also attend the monthly Experts Community meetings and work with the Community to ensure role clarity.

The CM Project has ongoing leadership support from the Curriculum Management Project Executive (Tom Hewlett, TQARO) as well as the Senior Responsible Owners (SROs) of the overarching Course Selection and Timetabling Change Programme (CSTCP) (Tony Payne, Interim CIO, and Mark Thomson, Academic Registrar).

Induction, onboarding, training and support will be given to facilitate success in this role including a dedicated learning plan established and managed by Organisational Learning; access to key project staff; and a dedicated Teams channel for communication. Ideas from Experts Community members for resources and support are encouraged and welcomed.

We will encourage you to liaise closely with your line manager to ensure they can support you to fulfil this role. We will stay in touch to check you have found an acceptable balance between your BAU work and this role and provide support if you face time constraints.

There will also be a clear escalation structure in the event of issues.

5) What is in it for Me?

The Experts Community is an innovative concept for LSE which will allow you to take an active role in delivering positive change. This role offers an exciting opportunity to form an integral part of a community of staff united by their role, skills and interest in the area of curriculum management. The role provides an opportunity to:

- Ensure that regular and meaningful engagement takes place between people impacted by the change and the Project Team, and that people feel heard by key project figures and senior leadership.
- Collaborate with people across the School to contribute to a positive change experience for you and your colleagues which empowers people to positively engage with change.
- Provide support, advice and help to colleagues so all people feel involved in the change process and fully equipped to engage with the changes the CM Project will bring.
- Shape the concept and delivery of Experts Communities at LSE.
- Demonstrate development as part of a Career Development Review with your line manager.
- Embody School values, for example those identified by the VIP awards.
- Learn about project and change management.
- Access training and professional development.
- Create or expand existing professional and Experts Community networks.
- Establish the basis for a permanent community of successful practice.

6) Logistics and How to Volunteer

The estimated time commitment is currently 4 hours per month (pending review). An agile approach will be taken, and how this evolves can be reviewed, influenced, and shaped by the Experts Community itself.

This role would ideally be filled by the same people for the duration of the project, with the potential to hand over to other colleagues for the community of successful practice.

Undertaking this role entails no change to any member of staff's terms of employment.

You can enquire about the role or express your interest to volunteer by contacting [Cheryl Edwardes](#) or [Casey Hawkins](#). If you would like to volunteer, please provide a paragraph which explains your motivation for joining the Community and what you would bring in terms of knowledge and experience. In the event that we receive a large number of volunteers, we will select members which make the Experts Community as representative of the end-to-end CM process as possible. All people who contact us to volunteer will receive a response.

The role can be accepted if you have agreed with relevant staff e.g., your line manager, that you can take part. Undertaking this role could form a CDR objective, for example, or potentially be taken into consideration by line managers when assessing contribution awards. It is also an opportunity to demonstrate some of the values identified by the Values in Practice awards.