



Edge Hill University

Senior Learning Designer

Reference: EHA2276-0622

Salary: £35,326 - £39,739 per annum
Grade 8, Points 31 – 35

Contract Type: Permanent

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Edge Hill
University**

Job Description for the post of:

**Senior Learning Designer
Full Time
Permanent
EHA2276-0622**

Accountable to: Director of Library and Learning Services

Reporting to: Head of Digital Learning Technologies

About the Faculty/Department

Library and Learning Services provides a responsive and supportive environment for students and staff, developing and supporting learning through a wide range of services, facilities, research, technology and information including:

- Information/learning resources – print and digital
- Library Services – Ormskirk and Manchester
- Digital Learning Technologies – Blackboard and tools for teaching and learning
- UniSkills – digital/information literacy and academic writing for students
- Specialist support for students with SpLD
- Research support
- Supporting the development of digital skills for staff and students

The Team

The Digital Learning Technology Team support the use of the suite of tools known as Learning Edge and aim to develop the effective use of technology for teaching and learning. The team includes Learning Technology Development Officers who work with Academic staff to support the development of courses, Systems Technical/Support who are the first port of call for staff queries, Digital Training who coordinate Library & Learning Services staff development offer and deliver digital training sessions and Content Development who support our online partnerships and programmes offer. The whole team engages in projects to develop, introduce and support new tools for teaching and learning.

About the Role

As a member of the Digital Learning Team within Learning Services, the post holder will work alongside colleagues across the University in the development of a broad range of blended and online programmes across our postgraduate and emerging international provision.

The role will lead the development of best practice guidance in the design and development of high quality blended and online course provision, making the best use of digital learning technologies to support future developments in relation to an increasingly diversified academic portfolio.

Providing expert advice, guidance and support the role will have a strong focus on curriculum design, course development and realisation of digitally enabled teaching and learning at the University. The role will demand that you are organised, able to manage priorities and your time effectively to meet multiple deadlines and deliver a range of outputs.

The post will normally be based at the Ormskirk Campus, but the postholder will be required to work flexibly, this may include evenings and weekends if required.

Duties and Responsibilities

1. To provide leadership in the development and delivery of the University's online and blended provision
2. Be responsible for the operation and development of the University's online provision, considering the full range of services in the department, the university, and those that partners provide
3. To directly line manage the Learning Designer and Content Developers with responsibility for their recruitment, selection, performance review, deployment and training. To review and monitor the organisation of the team(s) and business activities and ensure they are operating efficiently and effectively.
4. Act as a consultant to academic programme leaders to support with the design and development of high quality, interactive, media rich course content suitable for blended and online delivery through the application of sound pedagogic principles.
5. To liaise with relevant academic and managerial staff across the university to understand the requirements which are to inform course development from a technical and pedagogical perspective
6. Work with programme and module teams to deliver curriculum design workshops
7. Collaborate with external partners and internal stakeholders to support departments and Professional Services to remove barriers and develop effective processes to ensure the provision's health, quality, and scale.

8. Provide specialist advice to academic staff to establish how desired learning outcomes can be met through the development of formative and summative digital assessment.
9. To actively maintain knowledge of the latest developments relating to accessibility within the context of content and curriculum development ensuring inclusive approaches to design and development are adopted and translated into the final output.
10. Proactively contribute to the SOLSTICE fellowship and other relevant University committees or groups, participating in relevant forums and conferences.
11. Actively engage with physical and virtual networks and professional groups related to digital learning to develop personal and professional knowledge, skills and confidence.
12. Represent the University in various regional, national and international forums, attending seminars and conferences related to digital learning, to showcase University developments, research and evaluations.
13. Provide cross team support to colleagues within the division to support the delivery of Digital Learning across the University.
14. Create effective cross-functional relationships with other managers and teams to ensure a joined up, customer-focussed approach to procurement, service delivery and stakeholder communications.
15. Undertake horizon scanning and sector benchmarking in the area of learning design, providing advice and guidance for the development and implementation of new initiatives and strategy in this area.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

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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 for the post of:

Senior Learning Designer

Full Time

Permanent

EHA2276-0622

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.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of Assessment (A/I/S/T/P)
Qualifications				
1	Educated to degree level or to have significant directly relevant work experience	*		A
2	Postgraduate qualification in learning and teaching support or equivalent		*	A
Experience and Knowledge				
3	Experience of staff leadership, management including allocation and prioritisation of workloads and responsibilities		*	S/I
4	Experience of working collaboratively with key internal and external stakeholders	*		S/I
5	Experience in the development and delivery of online and blended learning provision	*		S/I
6	Experience of developing effective processes to ensure course quality, health and scale	*		S/I/P
7	Knowledge of educational issues and current developments involved in content and curriculum development	*		S/I
Abilities/Skills				
8	Excellent analytical and practical problem-solving skills including the ability to manage multiple work strands and projects	*		S/I
9	Excellent influencing, networking and establishing credibility	*		S/I
10	Able to work effectively under pressure and demonstrate enthusiasm, energy and initiative	*		S/I
11	Able to be operate flexibly and reliably as part of a team and individually	*		S/I

		Essential	Desirable	Method of Assessment (A/I/S/T/P)
12	A results and delivery track record, evidence of setting and achieving clear and challenging performance goals	*		S/I/P

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Scott Farrow, Head of Digital Learning Technologies at Farrows@edgehill.ac.uk.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.