



Edge Hill University

Learning Design Manager

Reference: EHA2276-0822

Salary: £42,155 - £47,423 per annum, pro rata
Grade 9, Points 36 – 40

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.

Job Description for the post of:

Learning Design Manager
Full Time
Permanent
EHA2276-0822



Edge Hill
University

Accountable to: Director of Library and Learning Services

Responsible to: Head of Digital Learning Technologies

Responsible for: Learning Design & Content Development team

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

The post holder will have specific responsibility for the management and development of a broad range of blended and online programmes across our postgraduate and international provision.

The post holder will also act as a champion of best practice 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. You will lead and manage a team of highly skilled learning designers and content developers to provide a service offering expert advice, guidance and support with curriculum design, course development and realisation of digitally enabled teaching and learning at the University.

As a senior manager within Learning Services, the post-holder will also actively contribute to service wide developments, projects and initiatives demonstrating a collaborative approach across the university. Whilst based at the Ormskirk campus, this role has cross-site responsibilities for service provision within this area and will work in close liaison with colleagues in the Centre for Learning & Teaching, senior managers within faculties and other service areas.

Duties and Responsibilities

1. Lead and take responsibility 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/
2. Contribute to the strategic development of the University's online and blended education provision and make strategic decisions related to the tools, processes and systems used to support the changing needs of students and staff
3. Line manage and support the Learning Designers 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. Work with key stakeholders across the university to understand the requirements which are to inform course development from a technical and pedagogical perspective
6. Lead internal networks and the team to support staff with developing their skills, knowledge and understanding of best practices in online education.
7. Implement and oversee a process for supporting programme teams with curriculum design for new and revalidated online or blended courses.
8. Become the lead contact for external partners to further support departments to remove barriers and develop effective processes to ensure course provision's health, quality, and scale.
9. Gather and analyse course delivery data and student feedback to inform decision making on tools and methods to improve the quality of course provision and student experience.
10. As a member of the Learning Services senior management team, make a significant contribution to the effective and efficient management of the wider service including drafting business cases and monitoring budgets, project management and other key service developments.
11. Undertake horizon scanning and sector benchmarking in the area of online learning, providing advice and guidance in the form of reports and business cases for senior management or committees
12. Contribute to external networks in the area of online learning, learning design and learning technologies to share and embed best practices within the University and across the sector.
13. Proactively contribute to the SOLSTICE fellowship and other relevant University committees or groups, participating in relevant forums and conferences.
14. 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.

15. Create effective cross-functional relationships with other senior managers and teams to ensure a joined up, customer-focussed approach to procurement, service delivery and stakeholder communications.
16. Represent the Learning Services on relevant internal University Committees and Boards.
17. To deputise for the Head of Digital Learning and co-manage the Service in their absence as required

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:

**Learning Design Manager
Full Time
Permanent
EHA2276-0822**



**Edge Hill
University**

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 (I/A/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	Substantial experience in staff leadership and management including project management, budget management, service design and development. Significant experience of effective change management and delivery in a higher or further education.	*		A/I/S
4	Experience of working collaboratively with key internal and external stakeholders.	*		S/I
5	Significant experience in the development and delivery of online and blended education.	*		S/I/P
6	Substantial experience of developing effective processes to ensure course quality, health and scale.		*	S/I
7	Excellent understanding of educational issues and current developments involved in content and curriculum development.	*		S/I/P

Abilities and Skills

8	Excellent analytical and practical problem-solving skills including the ability to manage multiple work strands, teams and projects.	*		S/I
9	Influencing and negotiating skills; able to represent work issues on behalf of the service and develop positive collaborative relationships in the university and wider sector.	*		S/I
10	Ability to assess, plan, progress and manage work activities, projects and changes within own work area using initiative and judgement.	*		S/I
11	Ability to lead and work reliably as part of a team.	*		S/I
12	A results and delivery track record, evidence of setting and achieving clear and challenging performance goals.	*		S/I

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.