Candidate Information

Position: Digital Learning Developer (Maternity Cover)
School/Department: Biological Sciences
Reference: 20/108327
Closing Date: Monday 31 August 2020
Salary: £33,797 - £40,322 per annum
Anticipated Interview Date: Tuesday 15 September 2020
Duration: This post is to cover a period of Maternity Leave and is available until 10 August 2021

JOB PURPOSE:

To support the School of Biological Sciences in the design, development, and delivery of programmes using the Canvas VLE. You will support staff and students to utilise an enhanced digital learning environment and related learning technology systems (e.g. Canvas, Office 365, Turnitin). The successful candidate will support projects to improve the digital capabilities of students and staff in the School and support/lead the development of blended learning programmes.

MAJOR DUTIES:

1. Provide specialist, professional advice and support to academic and teaching staff on curriculum development, teaching, learning and assessment, with a focus on digital learning and technology-enhanced learning.
2. Contribute to the design, development and evaluation of digital learning resources (including multimedia) for blended learning programmes in the School.
3. Work closely with academic colleagues, using sound pedagogical understanding, to identify challenges for digital learning within the School, carry out detailed analyses of any issues and test and evaluate innovative solutions which will have an impact across the School.
4. Identify support needs of academic staff who are seeking to embed digital learning innovation and contribute to the development and delivery of staff development activities tailored to their requirements.
5. Keep abreast of developments in the field of digital learning and participate in communities of practice that informs policy and practice in digital learning.
6. Participate in and/or lead assigned projects or contribute to larger School-wide projects in areas related to digital learning to deliver specific objectives within agreed deadlines, ensuring professional and quality service standards are maintained.
7. Service, support and have membership of a number of School committees/working groups which contribute to strategy and the development of practices and policies in relation to curriculum development, teaching, learning and assessment, including digital learning including drafting policies and guidelines.
8. Deliver own work to a high quality standard as part of the School of Biological Sciences and exploit opportunities for a joined up approach with other academic support units and Schools within the Faculty and wider University.
9. Carry out other duties which are appropriate to the post as may be reasonably requested by the School's leadership team.

Planning and Organising:
1. Contribute to organising short or medium term developments/activities within School of Biological Sciences applying specialist knowledge.
2. Plan and co-ordinate project team work activity to meet agreed targets and milestones.

Resource Management Responsibilities:
1. Contribute to the resource and budget planning within own area.
2. Organise and manage own time and workload to support the achievement of School and University objectives.

Internal and External Relationships:

1. Regular contact with School leadership team and work colleagues.
2. Regular contact with University staff, both academic and academic support, to facilitate own work activities and to promote a holistic approach to academic support that encourages School engagement.
3. Represent and promote digital learning approaches for teaching, learning and assessment, at internal and external meetings to ensure that work/issues are appropriately represented and reported and to contribute to collaborative initiatives.
4. Regular contact with committees and working groups to inform decision making and maximise impact of curriculum development, teaching, learning and assessment, including digital learning activities.
5. Communicate across and outside the University; contribute to collaborative activities/initiatives related to digital learning.
6. Establish and maintain links with professional/specialist bodies or groups.

ESSENTIAL CRITERIA:
1. Degree or equivalent qualification.
2. A minimum of three years' experience in an educational role related to learning and teaching with recent, relevant experience related to digital learning, technology-enhanced learning and / or instructional design.
3. Experience of designing, developing and evaluating digital learning resources/content (including multimedia) for blended courses that have enhanced academic practice and the student experience.
4. Experience of providing specialist, professional advice, support and/or training with regards to digital learning.
5. Excellent project management skills and experience of managing own work.
6. Sound pedagogical understanding and experience of instructional design methodologies.
7. Knowledge of web standards and legislation with regards to accessibility and data protection.
8. Professional engagement with current practice and developing knowledge in the domain of digital learning.
9. Excellent communication skills (written and oral).
10. Strong IT/digital development skills.
11. Well-developed analytical and problem-solving capability.

DESIRABLE CRITERIA:
1. Postgraduate or professional qualification in relevant area.
2. Experience of working in Higher Education.
3. Experience of developing digital learning solutions for an international audience.
4. Experience of audio and video production.
5. Experience of Rapid Development Tools e.g. Articulate Storyline, Adobe Captivate, etc.
6. Experience of supporting the use of a VLE.
7. Member of the Association for Learning Technology.