



Candidate Information

Position: Digital Learning Designer, Academic and Student Affairs
School/Department: Educational and Skills Development
Reference: 21/109443
Closing Date: Monday 3 January 2022
Salary: £34,304 - £40,927 per annum
Anticipated Interview Date: Thursday 27 January 2021

JOB PURPOSE:

To work in partnership with academic and professional services staff to advise on, develop or guide development of active and authentic learning and assessment experiences for students. To provide guidance on the delivery of online and blended courses which capitalise on the various digital learning solutions at Queen's.

MAJOR DUTIES:

1. Provide pedagogic advice, guidance and encouragement in the design and construction of online and blended programmes; collaborate with course creators to design, test and evaluate engaging learning activities and compelling course content, with the aim of providing a rich learning experience for students.
2. Co-create engaging learning activities and compelling module content, using instructional graphics, web content and media as appropriate, applying design principles and best practice in the production and development of scripts and storyboards for interactions, animations and other types of rich multimedia assets.
3. Develop and deliver learning design workshops (e.g. ABC, Carpe Diem) to support academic colleagues in the use of various frameworks and learning design planning tools which will help them in making deliberate choices about content, structure, timing, pedagogical strategies, sequence of learning activities, and the type and frequency of assessment in their courses, as well as the nature of technology used to support learning.
4. Design and implement a framework to support effective development and enhancement of taught modules in the VLE, enabling a consistent and scalable approach to learning design practice across the University.
5. Produce adaptable and reusable VLE Templates to include a range of helpful resources, content and activities that are inclusive to a diverse student population and meet international standards for quality and accessibility.
6. Contribute to the design, delivery and evaluation of a range of synchronous and asynchronous staff development activities and resources focused on aspects of digital learning that are informed by and consistent with the H.E. sector and institutional priorities, and are responsive to School needs.
7. Lead on the delivery of faculty-facing digital learning discussions which promote the exchange of ideas and information across the organisation and foster dialogue to ensure pedagogically informed use of the University's digital learning solutions.
8. Participate in and/or lead assigned projects or contribute to larger University wide projects in areas related to teaching, learning and assessment, including digital learning to deliver specific objectives within agreed deadlines, ensuring professional and quality service standards are maintained.
9. Deliver own work to a high quality standard as part of the Centre for Educational Development (CED) and exploit opportunities for a joined up approach with other academic support units and Schools.
10. Carry out other duties which are appropriate to the post as may be reasonably requested by team leader.

Planning and Organising:

1. Contribute to organising short or medium term developments/activities within CED applying specialist knowledge.
2. Responsibility for planning, coordinating and taking ownership of project team work activities 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 Centre and University objectives.
3. Manage a diverse workload of educational projects with changing priorities, a number of stakeholders, and tight deadlines as part of a flexible team.

Internal and External Relationships:

1. Regular contact with team leader 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 and/or CED at internal and external meetings to ensure that CED's 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 curriculum development and promotion of digital learning, contributing to national conferences and workshops, demonstrating an integrated approach to academic practice.
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 of working in partnership with staff to advise on, develop or guide development of, active and authentic learning and assessment experiences for students evidenced through, for example:
 - Providing guidance on the delivery of online and blended courses which capitalises on various digital learning solutions.
 - (Re) designing and delivering courses for different modes of study, including blended and online learning.
 - Delivering / leading projects that combine an understanding of pedagogic techniques, learning design and enabling digital technologies.
3. A sound understanding of curriculum development including digital learning practices with knowledge of assessment techniques and application there of.
4. Experience of developing educational materials, working closely with subject matter experts and various support teams, with proven ability to adapt and employ the most appropriate learning design techniques and frameworks for the situation.
5. An understanding of contemporary usability and accessibility standards and practices, with knowledge of legal considerations, including copyright in creating digital materials.
6. Experience of development and delivery of design workshops and training opportunities.
7. Excellent communication skills and the ability to communicate complex ideas in an engaging but accurate way, both orally and in writing or via other appropriate mediums.
8. Competent in a range of multi-media production including video, audio, animation, with strong creative design knowledge and visual design skills (e.g. Camtasia, Photoshop, Illustrator or similar).
9. Proactive and enthusiastic, with excellent interpersonal skills and a strong sense of teamwork.
10. The ability to approach problems and challenges with a design thinking attitude.

DESIRABLE CRITERIA:

1. Postgraduate or professional qualification in relevant area.
2. Fellowship (FHEA) of the Higher Education Academy and/or commitment to achieve Senior Fellowship (SFHEA) within 2 years.
3. Experience of working in and with a VLE.
4. Experience of working in HE.
5. A keen eye for graphic as well as interaction design.
6. Front-end web design skills (HTML & CSS).
7. Knowledge of User Experience (UX) Design principles.