



Candidate Information

Position:	Digital Learning Consultant
School/Department:	Educational and Skills Development
Reference:	21/109444
Closing Date:	Monday 3 January 2022
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Monday 24 January 2022
Duration:	2 Years

JOB PURPOSE:

To support academic staff in the development and enhancement of teaching, learning and assessment to ensure pedagogically informed use of the digital learning solutions at Queen's. Collaborating with Professional Support Staff in Schools and Faculties on digital learning approaches and policy development.

MAJOR DUTIES:

1. Provide specialist, professional advice and support to academic and teaching staff on teaching, learning and assessment, with a particular focus on digital learning and technology-enhanced learning, so that they may demonstrate good practice in their teaching and deliver a quality learning experience to their students.
2. Working closely with academic colleagues, use a sound understanding of professional digital learning practice to carry out detailed analyses, help assess complex situations and problems, test and evaluate innovative solutions which will have an impact across the University and support subsequent embedding in Schools.
3. 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.
4. 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.
5. 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.
6. Service, support and have membership of a number of 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.
7. Consult with academic staff and others with a teaching role to identify pedagogic solutions tailored to their particular context.
8. Keep abreast of trends in the field of educational development and advise members of staff within team and across the University on changes and developments where appropriate.
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 in an educational or staff development role related to learning and teaching with recent, relevant experience related to digital learning, technology-enhanced learning and / or curriculum design.
3. Experience of supporting learning and teaching through the use of digital technologies evidenced through, for example:
 - Providing specialist, professional advice and support to academic and teaching staff.
 - Design, delivery and evaluation of a range of staff development activities and resources (synchronous and asynchronous).
 - Delivering / leading projects.
4. A sound understanding of professional curriculum development including digital learning practices with knowledge of assessment techniques and application thereof.
5. Professional engagement with current practice and developing knowledge in the domain of educational development with a focus on digital learning.
6. Excellent communication skills and the ability to communicate complex ideas in an engaging but accurate way, both orally and in writing.
7. Proactive and enthusiastic, with excellent interpersonal skills and a strong sense of teamwork.
8. Well-developed analytical and problem-solving capability.
9. Ability to work as part of a team.
10. Experience of managing own work.

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. Experience in the use of audio recording tools (for example Audacity).
6. Experience of video production.
7. Strong creative skills including animation.
8. Strong Photoshop and design skills (for infographics, web graphics etc).