



Staffordshire
University
Services Limited

Job Description

Job Title	Digital Curriculum Designer
School/Service/Institute	Academic Quality Development (AQD)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	1.0 FTE, 37 hours per week

Job Purpose

Reporting to the Digital Academic Developer, the Digital Curriculum Designer will promote, encourage, and support Pedagogic transformation across the university. With a strong knowledge of digital pedagogies, the role holder will take the lead on offering advice and guidance to staff in developing a digitally enhanced curriculum, setting templates, minimum requirement standards and benchmarks to ensure that we have a consistent approach for all our students. Developing digital training for staff and students, the role holder will utilise digital diagnostics to create training packages for staff. Identifying and creating KPIs to monitor impact and evaluation of training resources.

Relationships

Reporting to:	Digital Academic Developer
Responsible for:	No line management responsibility

Main Activities

- Provide advice and guidance on digital teaching and learning for design sprints, digital pedagogies and innovations in teaching, staff training around digital development and e-assessments. The post involves working in partnership with professional services, academic staff and students.
- Develop benchmarks and matrix maps for to help staff in digital transformation of curriculum design, providing evaluation of impact
- Develop diagnostics, KPIs and impact assessments for staff and student training, identifying and creating resources to further enhance digital training
- Manage pedagogical training and masterclasses including design and development of training in Catalyst.
- Collaborate on working groups with senior colleagues in Libraries, DS and other professional services to develop resources and support available to enhance professional development across the institution.
- Project manage the promotion and roll-out of learning and teaching initiatives

amongst staff and students at the University.

- Work collaboratively with colleagues in SCOLPP and Academic Development teams to activate digital research output, which will also inform our own staff development, raising the profile and impact of our signature pedagogies, producing publications and evaluations through action research serving both Staffordshire University and the wider educational community.
- Participate in quality assurance and quality enhancement activities in digital transformation including TEF.
- Designing, developing and evaluating innovative solutions to enhance teaching, including flipped learning and the redesign of on campus modules.
- Production of video and multimedia, including planning, filming, and editing, suitable for use in learning, teaching, and assessment, supported by an understanding of pedagogical principles for multimedia learning.
- To provide day-to-day support and advice to staff in the use of VLE, Lecture Capture, and other TEL resources, liaising other departments, central Digital Services, and third parties as needed to resolve complex problems.
- Design and run a variety of workshops including Collision Coffee, TeachFest, TileFest, Activation Days for staff and students
- Support University strategic projects and initiatives, including the gathering of user requirements, development of project proposals and the piloting, evaluation, scale-up and implementation of approved projects.
- To undertake other such responsibilities as may reasonably be required.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above

may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.