Job Description

Job Title	Online & Distance Learning 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

The Online & Distance Learning Designer will make a significant contribution to the development of digital pedagogy throughout the university. The successful candidate will provide advice, support, and guidance on developing distance learning (DL) courses, short courses, micro-credentials, and CPD, producing minimum requirements benchmarks, templates, and specific designs to support teaching excellence. The role holder will take the lead on design and development of matrix maps, templates, staff training, teaching and learning guidance, CPD videos and digital pedagogical masterclasses across our DL offerings, developing KPIs to track and evaluate the impact of the training and staff development.

Relationships

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

Main Activities

- Designing online matrix maps for courses, providing benchmarks and KPIs to track and evaluate the online offerings and individual resources

- Create a shared knowledge exchange and lead a DL group in the university to showcase best practice as well as networking with external partners in developing our DL, short courses, and micro-credentials.

- Carry out research on distance learning and work collaboratively with colleagues in SCOLPP to activate digital research output.

- Create research informed showcase events around distance learning, micro-credentials, short courses and CPD to inform digital pedagogies

- Provide pedagogic and technical advice about teaching, learning and assessments in an online setting across distance learning, short courses, micro-credentials, and CPD.

- Evaluating technologies and systems, to provide reviews and analysis of digital

learning practices within the University relating to online learning education and designing evaluation strategies, including feedback and impact that could enhance the University's learning offering.

- Plan, design and run workshops on distance learning, micro-credentials, short courses and CPD courses evaluating the impact of staff training

- Collaborate with staff to disseminate examples of good practice to stakeholders both within the university and the wider education technology industry (online blogs, podcasts, national conference presentations).

- Designing, developing, and evaluating eLearning objects, resources, and interactives to enhance teaching, using technologies such as Articulate, Evolve, Captivate and other eLearning development packages.

- Collaborate on working groups with senior colleagues in Libraries, Digital Services (DS) and other professional services to develop resources and support available to enhance professional development across the institution.

- Provide day-to-day support and advice to staff in the use of VLE, Lecture Capture, and other TILE Hub resources, liaising other departments, central Digital Services, and third parties as needed to resolve complex problems.

- Develop and deliver a Continuing Professional Development programme for staff to foster and enhance digital education, including design on diagnostics, KPIs and evaluating impact on training.

- 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.

- Collaborate with technical experts and subject matter experts in developing innovative pedagogies for learning including the use of VR and AR.

- To participate in quality assurance and quality enhancement activities in digital transformation including TEF.

- 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.