



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE:</b> E-Learning Developer	<b>SCHOOL:</b> Health and Social Care, with a particular focus on pre – and post registration Nursing programmes
<b>LOCATION:</b> Brayford Campus	<b>REPORTS TO:</b> <b>Director of Nurse Education / Deputy Head of School</b>
<b>GRADE 5 POST NUMBER:</b> CSS057	<b>DATE:</b> April 2015

<b>Context</b>	<p>The University of Lincoln is an ambitious higher education institution that aims to be a top 50 UK University. Nursing courses at Lincoln are currently (2015) ranked 32nd (Complete University Guide) and 39th (Guardian Table) out of 72 HEIs.</p> <p>The School of Health and Social Care is committed to developing innovative modes of programme delivery that will develop, enhance and support integrated learning whilst students are undertaking their academic (University based) and practice (on placement) components of qualifying pre - registration study.</p> <p>The post holder will be a key member of the programme team, working under the guidance and direction of one of the Nursing team's Principal Lecturers, to design and implement the new curriculum for pre - registration Nursing in the two fields of Adult and Mental Health Nursing.</p> <p>The postholder will also support the content development for a variety of post registration programmes and their constituent modules.</p>
<b>Job Purpose</b>	<p>The post holder will work closely with the Director of Nurse Education, the Principal Lecturer in Nursing (Student Experience), the Programme Leader for the Pre Registration courses and all Module Leaders to develop e-learning content to support learning across the 3 years of each students' progression from admission through to qualification and registration. Working with the University's preferred and adopted VLE (Blackboard), the postholder will facilitate the maximizing of usage to enable contact and engagement with learning to take place in the classroom, in tutorials, in workshops, in simulation and skills environments, in the library, in the student's placement settings, in their home environment, and whilst on the move between university, home, placements and elsewhere.</p>

## **KEY RESPONSIBILITIES**

<b><i>Key Responsibility 1</i></b>
Lead and manage the e-learning content of the pre and post registration Nursing programmes to ensure the production of materials to the required specification.
<b><i>Key Responsibility 2</i></b>
Use specialist knowledge and experience of e-learning to support and develop academic staff engaged in digital content development, authoring and the creation of learning materials.
<b><i>Key Responsibility 3</i></b>
Work with University of Lincoln academic staff, advising them on how to develop their course material and being involved in validation and statutory regulatory events as necessary.
<b><i>Key Responsibility 4</i></b>
Identify and develop new e-learning needs and hold focus groups to disseminate the information.
<b><i>Key Responsibility 5</i></b>
Develop and maintain a comprehensive knowledge of all aspects of the University's Blackboard, other University centrally supported learning technologies and advise the Head of School and Director of Nurse Education on new technologies and develop new ways of working.
<b><i>Key Responsibility 6</i></b>
Conduct pedagogical evaluation of online learning materials and keep School colleagues informed of the latest information.
<b><i>Key Responsibility 7</i></b>
Author and publish (where appropriate) materials to be used in supporting modules/programmes (e-learning guides for staff and students, authoring guide, etc).
<b><i>Key Responsibility 8</i></b>
Undertake relevant continuing professional development.
<b>In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.</b>

## **ADDITIONAL INFORMATION**

<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>•</li> <li>• Head of School of Health and Social Care</li> <li>•</li> <li>• Director of Nurse Education / Deputy Head of School</li> <li>• Principal Lecturer (Nursing) : Student Experience</li> </ul>
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## PERSON SPECIFICATION



**Job Title: E-Learning Content Developer**

**Post Number: CSS057**

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
<b>Qualifications:</b>		
A first degree in relevant subject area	<b>E</b>	<b>I</b>
A Masters degree	<b>D</b>	<b>I</b>
<b>Experience:</b>		
E-learning content development	<b>E</b>	<b>A, I</b>
Working with a Virtual Learning Environment	<b>E</b>	<b>A, I</b>
Online degree programme delivery	<b>D</b>	<b>A, I</b>
Working successfully under pressure in a time-constrained environment	<b>E</b>	<b>I</b>
Working in a Higher Education environment	<b>D</b>	<b>A</b>
<b>Skills and Knowledge:</b>		
Excellent communication skills – both written and verbal	<b>E</b>	<b>I</b>
Good planning and organisation skills	<b>E</b>	<b>I</b>
Knowledge of modern web technologies and standards	<b>E</b>	<b>A, I</b>
Excellent planning, organizing and prioritizing skills, including self-management	<b>E</b>	<b>I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to demonstrate creative and innovative ways of thinking	<b>E</b>	<b>I</b>
Enthusiasm, diligence and an ability to work both independently and as part of a team	<b>E</b>	<b>I, R</b>
Ability to work with minimum supervision	<b>E</b>	<b>I</b>
Ability to work with students	<b>E</b>	<b>I</b>
Ability to work with academic and support staff	<b>E</b>	<b>I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.