

# UNIVERSITY OF LINCOLN

## JOB DESCRIPTION



<b>JOB TITLE</b>	Digital Education Consultant				
<b>DEPARTMENT</b>	Digital Education Team				
<b>LOCATION</b>	Brayford Pool, Lincoln				
<b>JOB NUMBER</b>	LALT033	<b>GRADE</b>	8	<b>DATE</b>	January 2020
<b>REPORTS TO</b>	Dean of Digital Education				

### CONTEXT

The Digital Education Consultant will play a critical role in supporting and enhancing the digital pedagogic practices for distance and blended learning courses at The University of Lincoln. Working in partnership with academic colleagues and learning technologist staff (known locally as Digital Education Developers) the role delivers high levels of expertise in: technology enhanced learning; online materials development; online pedagogy; digital innovation and effective utilisation; assessment and feedback. In addition, the role holder will provide line management support for a small team within the Digital Education Department and be a project management lead for online learning delivery, co-ordinating with academic colleagues, service providers and professional service staff to ensure the delivery of high-quality online learning resources.

The aims of this role are to:

- Provide pedagogic consultancy in the creation and delivery of effective strategies for online learning;
- Support academic staff to become effective and inspirational educators beyond the classroom;
- Lead a small team to support the delivery of Lincoln's online learning provision;
- Manage the development, implementation and operational support for online learning modules across multiple disciplines;
- Lead the design and development of effective digital learning resources;
- Be creative and innovative in the development of high-quality, interactive, student-focussed online learning;
- Initiate and facilitate development, implementation and evaluation of innovative approaches to digital education and assessment;
- Actively maintain current knowledge and keep staff up-to-date with new ideas in digital education and engagement;
- Share best practice within institutional enhancement activities in digital education and engagement, and facilitate the knowledge exchange across the University;

### JOB PURPOSE

- To promote good practice and facilitate innovation in all aspects of the delivery of digital education, including programme design, materials development and quality assurance.
- To research and advise upon the implementation of appropriate technologies for education.
- To support academic staff in the effective use of digital technologies for online learning.

## KEY RESPONSIBILITIES

Strategy Implementation
<ul style="list-style-type: none"><li>• Lead the implementation of, and support the University's vision for, distance and blended learning responding to the needs and expectations of staff and students</li><li>• Devise and undertake projects that improve digital education in line with the University's aims and vision</li><li>• Be creative and innovative in the development of high-quality, interactive, student-focussed online learning.</li><li>• Disseminate and discuss best practice through social media, blogging, workshops and other appropriate media.</li><li>• Evaluate the staff and student experience in order to inform the development of best practice regarding digital student education and engagement, including assessment and feedback</li><li>• Negotiation, influencing or conflict resolution across the University in order to translate detailed, complex technical, theoretical or conceptual content for non-experts.</li></ul>
Online Pedagogy
<ul style="list-style-type: none"><li>• Provide pedagogic consultancy and advice in the creation and delivery of effective strategies for online learning in order to enhance the student learning experience</li><li>• Support academic staff to become effective and inspirational educators beyond the classroom.</li><li>• Enhance the quality and diversity of material on the learning management system and other online platforms through the creation, use and re-use of digital resources.</li><li>• Maintain up-to-date knowledge of developments in higher education practice and policy, especially how they affect the use of technology in student education.</li><li>• Maintain up-to-date knowledge of educational practice and scholarship which feeds into the design and delivery of digital education modules</li><li>• Apply your professional knowledge and experience in the creation and composition of detailed, pedagogically informed, innovative and clear design documentations (potentially covering complex disciplinary specific content) to support digital education resource creation</li></ul>
Management and Support
<ul style="list-style-type: none"><li>• Lead projects to extend and enhance distance and blended learning through the use of effective digital pedagogies.</li><li>• Lead a small team to enable the delivery of high-quality online learning for staff and students.</li><li>• Lead projects relevant to the development of digital education within distance learning</li><li>• Communicate the experiences and outcomes of research into digital education at the University, through social networks, external conferences, internal workshops, talks, etc.</li><li>• Line management responsibilities, including appraisals and staff development</li></ul>

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

Key working relationships/networks	
Internal	External
College Director of Education Programme/Module Leads Academic teaching staff Digital Lead and Director of Teaching and Learning Lincoln Academy of Teaching and Learning members Digital Education and Student Engagement staff The Library College professional services support staff Professional service staff Students' Union Students	Digital Educational Developers and other similar contacts at other institutions Jisc Key Suppliers and Commercial Partners Relevant professional bodies e.g. ALT



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## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Good first degree or equivalent	<b>E</b>	<b>A</b>
Postgraduate degree	<b>D</b>	<b>A</b>
Fellowship of the HEA, PGCE or equivalent OR a commitment to complete one.	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Experience of teaching and learning in an HE environment	<b>E</b>	<b>A</b>
Significant experience in the design and delivery of online learning (or equivalent experience)	<b>E</b>	<b>A/I/P/R</b>
Experience in the successful implementation of new technologies to support digital education	<b>E</b>	<b>A/I/R</b>
Teaching or training in a group environment	<b>D</b>	<b>A/I/R</b>
Project/Programme management	<b>E</b>	<b>A/I/R</b>
Experience of team leadership, especially within a digital environment	<b>E</b>	<b>A/I/R</b>
Experience of supporting colleagues (with a wide variety of experience) in adopting new technologies	<b>E</b>	<b>A/I/P/R</b>
<b>Skills and Knowledge:</b>		
Understanding of academic standards and expectations of higher education	<b>E</b>	<b>A/I/R</b>
Understanding of delivering digital education within distance learning environments	<b>E</b>	<b>A/I/R</b>
Ability to provide proactive staff and student engagement	<b>E</b>	<b>A/I/R</b>
Ability to discuss detailed, complex technical, theoretical or conceptual requirements with non-experts	<b>E</b>	<b>A/I/R</b>
Ability to negotiate, influence others and sensitively resolve differences of opinion	<b>E</b>	<b>A/I/R</b>
Ability to produce effective digital learning resources	<b>E</b>	<b>A/I/P</b>
Understanding of how web-based, multimedia and/or mobile technologies can enhance teaching and learning	<b>E</b>	<b>A/I/P</b>
Appreciation of the pedagogical, social and cultural issues affecting the adoption of new learning environments/technologies and strategies to deal with them	<b>E</b>	<b>A/I</b>
Ability to support staff in moving traditional teaching practice to the online environment	<b>E</b>	<b>A/I/P</b>
Understanding of issues such as quality assurance, copyright, plagiarism and accessibility	<b>E</b>	<b>A/I/R</b>

Awareness of the educational application of current and emerging technologies	<b>E</b>	<b>A/I</b>
Competence with graphical design software	<b>E</b>	<b>A/I/P</b>
Knowledge of institutional, national and international content repositories	<b>D</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Good interpersonal, communication and presentation skills	<b>E</b>	<b>A/I/P/R</b>
Ability to manage own workload with changing priorities and tight deadlines	<b>E</b>	<b>A/I/R</b>
Creative and innovative in the delivery of high-quality online learning	<b>E</b>	<b>A/I/R</b>
Able to be part of a flexible team or work on own initiative as required	<b>E</b>	<b>A/I/R</b>
Willing to undertake formal continuing and professional development	<b>E</b>	<b>A/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.

<b>Author</b>	A Beggan	<b>HRBA</b>	PC
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