



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Digital Education Developer				
DEPARTMENT	Digital Education Team				
LOCATION	Brayford Pool, Lincoln				
JOB NUMBER	LALT0009	GRADE	6	DATE	June 2020
REPORTS TO	Dean of Digital Education				

CONTEXT

The Digital Education Team is an award-winning team and underpins the aims of the University's digital strategy through its next phase of development and beyond. In particular, supporting the vision that every Lincoln student will leave the University confident--savvy, inventive, resilient--in creating, collaborating and communicating digitally because of their experiences at Lincoln; and every academic staff member will have access to a digital teaching environment that is connected, coherent and supports innovative & effective teaching practice. The role of Digital Education Developer is critical to delivering this vision and will engage with colleagues across the University to nurture, grow and embed effective digital education techniques across the taught curriculum. The role holder will bring a coordinated and proactive approach to the support and enhancement of, and innovation in, digital education and engagement in furtherance of the University's strategic agendas (such as, 'Student as Producer').

The aims of this role are to:

- Be the lead contact (within your assigned college) for support, advice and practical input into effective strategies to enhance teaching and learning with technology;
- Support staff to become effective and inspirational educators within and beyond the classroom;
- 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;
- Support the development of digital capabilities within the University community;
- Develop and deliver a Continuing Professional Development programme for staff to foster and enhance digital education;
- Drive institutional enhancement activities in digital education and engagement, and facilitate the sharing of good practice across the University;
- Identify, and seek external funding for, educational enhancement, student engagement and staff development projects.

JOB PURPOSE

- To advise and support staff in the implementation of the digital education strategies
- 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 work collaboratively with other members of Digital Education and Student Life on a range of institutional initiatives in support of the University's educational strategies and plans.
- To support academic staff in the effective use of technologies and social media for education and student engagement.

KEY RESPONSIBILITIES

Strategy Implementation

- Assist in the implementation of, and support the University's vision for, digital education responding to the needs and expectations of staff and students
- Devise and undertake projects that improve digital education and engagement in line with the University's Digital Education Sub Group
- Devise and undertake projects to extend and enhance the physical campus and virtual learning spaces through the use of technology.
- Support the use of different technologies for education through the delivery of workshops, production of guides, and one-to-one staff mentoring and support.
- Promote and support the development of emerging education practice among teaching staff

Digital Content Development

- Contribute to the development and teaching of digital education strategies within modules and learning materials for both staff and students
- 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.
- Maintain up-to-date knowledge of developments in higher education practice and policy, especially how they affect the use of technology in student education.
- Support and develop the effective use of the learning management system (Blackboard) for staff and students, including distance learning, peer-assisted learning, assessment and feedback, and student engagement
- Maintain up-to-date knowledge of educational practice and scholarship which feeds into the design and delivery of digital education modules
- Disseminate and discuss best practice through social media, blogging, workshops and other appropriate media.

Support and Development

- Investigate the staff and student experience in order to inform the development of best practice regarding digital student education and engagement, including assessment and feedback
- Support the development of digital education amongst staff and students, reducing technical barriers and enabling adoption.
- Assist in the identification of funding opportunities and write funding bids for innovative projects that enhance and support digital education at the University
- Lead projects relevant to the development of digital education at the University
- Communicate the experiences and outcomes of research into digital education at the University, through social networks, external conferences, internal workshops, talks, etc.

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
Director of Digital Student Life College/School Directors of Teaching and Learning Digital Leads Lincoln Academy of Teaching and Learning members Digital Education and Student Engagement staff The Library College staff (academic and administrative) 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



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Good first degree or equivalent	E	A
Postgraduate degree	D	A
Fellowship of the HEA, PGCE or equivalent	D	A
Experience:		
Experience of teaching and learning in an HE environment	D	A
Proven effective use of a virtual learning environment	E	A/I/P/R
Involvement in the delivery of blended learning	E	A/I/R
Teaching or training in a group environment	D	A/I/R
Project/Programme management	D	A/I/R
Development of online learning resources/Instructional design or equivalent production experience	E	A/I/R
Experience of supporting colleagues (with a wide variety of experience) in adopting new technologies to support their aims and activities	E	A/I/P/R
Skills and Knowledge:		
Understanding of academic standards and expectations of higher education	D	A/I/R
Ability to provide proactive staff and student engagement	E	A/I/R
Ability to produce effective digital learning resources	E	A/I/P
Understanding of how web-based, multimedia and/or mobile technologies can enhance teaching and learning	E	A/I/P
Appreciation of the pedagogical, social and cultural issues affecting the adoption of new learning environments/technologies and strategies to deal with them	D	A/I
Ability to support staff in moving traditional teaching practice to the online environment	E	A/I/P
Understanding of issues such as quality assurance, copyright, plagiarism and accessibility	E	A/I/R
Awareness of the educational application of current and emerging technologies	E	A/I
Instructional Design	E	A/I/P
Competence with graphical design software	E	A/I/P
Knowledge of institutional, national and international content repositories	D	A/I

Competencies and Personal Attributes:		
Good interpersonal, communication and presentation skills	E	A/I/P/R
Ability to manage own workload with changing priorities and tight deadlines	E	A/I/R
Able to be part of a flexible team or work on own initiative as required	E	A/I/R
Willing to undertake formal continuing and professional development	E	A/I

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.

Author	A Beggan	HRBA	SL
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