UNIVERSITY OF LINCOLN

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JOB DESCRIPTION

JOB TITLE	Digital Education Developer (Medical School)				
DEPARTMENT	Digital Education Team				
LOCATION	University Campus				
JOB NUMBER	LALT023	GRADE	6	DATE	November 2022
REPORTS TO	Dean of Digital Education				

CONTEXT

In September 2019, the University of Nottingham and the University of Lincoln launched an innovative partnership to create a new medical school at Lincoln. The new medical school delivers the Nottingham early years curriculum for the first three years, harnessing the digital services and resources provided by Nottingham but placed in a Lincoln physical context.

The University of Lincoln is now entering its next phase and beginning to explore independent delivery of the medical curriculum. As such, this is a pivotal moment and the role of the Digital Education Developer (Medical School) is critical to delivering this objective. The role holder will engage with colleagues across the medical schools at Nottingham and Lincoln to ensure the ongoing delivery of the digital elements of the Nottingham taught curriculum. The role holder will also support the identification, deployment and successful adoption of Lincoln-based learning technologies to deliver an independent medical curriculum in the coming years.

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 of Lincoln's strategic agendas.

The aims of this role are to:
- Be the lead digital support for creation, advice and practical input into effective strategies to enhance teaching and learning with technology;
- Support academic staff to become effective and inspirational educators within and beyond the classroom;
- Provide support to academic colleagues within the online learning environment and associated services to ensure students are able to access learning resources in a timely and effective manner;
- 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 Lincoln Medical School;
- Develop and deliver a Continuing Professional Development programme for staff to foster and enhance digital education;
- Share best practice within institutional enhancement activities in digital education and engagement, and facilitate the knowledge exchange across the University.

JOB PURPOSE
- To advise and support staff in the implementation of the digital education.   - To promote good practice and facilitate innovation in all aspects on the delivery of digital education, including programme design, material development and quality assurance.   - To research and advise upon the implementation of appropriate technologies for education.   - Provide dedicated support to academic colleagues within the Medical School to ensure the effective creation and delivery of digital assets in support of the medical programme.   - To support academic staff in the effective use of technologies and social media for education and student engagement.

KEY RESPONSIBILITIES

Strategy Implementation

- Assist 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 in line with the Medical School aims and vision.
- Support the identification and implementation of new Lincoln-based learning technologies to deliver an independent Lincoln medical programme.
- 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 use of the VLE, e-assessment tool and associated systems for staff and students, including summative assessment, peer-assisted learning, lecture recording, 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 if digital education amongst medical school staff and students, reducing technical barriers and enabling adoption.
- Lead projects relevant to the development of digital education within the Medical School
- 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.

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ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	**External**
- College of Science Director of Education - Programme Lead, Medical School - Academic Colleagues, Medical School - Digital Lead and Director of Teaching and Learning - Lincoln Academy of Teaching and Learning members - Digital Education and Student Engagement staff - The Library - College staff (academic and administrative) - Professional services staff - Students' Union - Students	- The University of Nottingham Medical School - The University of Nottingham professional service staff (Learning Team, IS, Library) - Digital Education Developers and other similar contacts at other institutions - Jisc - Key Suppliers and Commercial Partners - Relevant professional bodies e.g. ALT

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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 colleague (with a wide variety of experience) in adopting new technologies	E	A/I/P/R
Skills and Knowledge:		
Understanding of academic standards and expectations of higher education	D	A/I/R
Understanding of delivering digital education within a medical (or associated disciplinary) environment	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	**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**	AH