Cambridge Judge Business School

Further particulars

JOB TITLE: DIGITAL LEARNING MODULE DEVELOPER (FIXED TERM)

REPORTS TO: DIGITAL LEARNING PROGRAMME MANAGER

Background

Cambridge Judge Business School is looking to recruit an organised, creative, hands-on individual to join its Digital Learning Team as a Digital Learning Module Developer. The role holder will be working with faculty and alongside learning designers, development and technology professionals to develop engaging courses for use on the School's online and blended learning programmes.

The School is increasingly using digital learning tools and techniques to deliver its world-class, exciting and innovative teaching. Growth in the use of these technologies for learning, teaching and assessment is expected to increase rapidly over the coming years as students increasingly expect and value such offerings as part of their educational experience.

The School’s Digital Learning Team was established in 2016 to provide the School with a central function focused on the effective, systemic and scalable use of digital learning within the Business School to enhance current offerings and develop new opportunities. The team is composed of experienced professionals in learning design, learning platform management and digital media.

The role holder will be joining a team of creative and committed learning professionals and will work closely with other content developers, learning designers and media professionals and collaborate with colleagues from across the School including faculty, professional staff and students.

This role will sit within the Digital Learning Team and, working closely with the team and other digital media professionals, will be focused on production of high quality educational experiences as well as supporting faculty and students in their development of digital learning materials and experiences.

The role

This role would be perfect for someone who has an eye for quality, wants to learn and develop and would take delight from crafting meaningful learning experiences that impress learners and faculty.

The primary purpose of this role will be to work on discrete learning design, production and VLE platform support projects. Whilst the role holder will be working alongside more senior colleagues in the department, they will be expected to oversee the day-to-day design, management and ultimate delivery of the discreet projects.

It will be the role holder's responsibility to ensure that the course is developed to the quality, educational effectiveness and content specification as articulated by faculty and School digital standards.
Whilst in this role it is also expected that the role holder will contribute to other work as directed by the Digital Learning Programme Manager.

**Main responsibilities**

**Content development**

- Working closely with faculty in the development of effective learning materials and associated pedagogy in a manner that satisfies the requirements of the course and Digital Learning Team’s standard of delivery. This will involve the design of content production, scripting and creation of learning activities.
- Making effective use of digital production tools and delivery platforms to development of the course. This will involve some technical work and media design/development (HTML, CSS).
- Developing a project plan and schedule that ensures that the course is developed, tested and released in the required timescales and to the required faculty and Digital Learning sign off.
- Designing and testing appropriate formative testing methods and document these for use across Digital Learning.
- Handling between three and four work packages simultaneously.

**The person**

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

**Essential**

- Educated to degree level.
- Experience of writing for digital and producing digital resources.
- Experience of working with faculty and professional teams.
- A high level of communication skills. Ability to be clear and directive and able to work alongside academics giving them confidence in you and encouraging them to step out of their comfort zone.
- High level of empathy. Ability to think about the learner and their needs, context and be their voice in the delivery of your work.
- Good organisational skills and attention to detail. Ability to handle multiple tasks and projects at once.
- A creative, inquisitive, 'give it a go' mindset. We are constantly learning, playing and trying out new ideas to develop our courses so we look forward to having you with us on this journey as a critic, evaluator and creator of ideas.
- Ability to work collaboratively in the Digital Learning Team, supporting work and providing input as requested.
- Organisational skills, managing priorities and peaks in system user support.
• Strong interpersonal skills. Ability to deal tactfully and positively to enquiries from colleagues and suppliers, especially when delivering training to colleagues.
• Ability to work effectively in a team and respond positively to changing priorities.
• Well organised with good time management skills.
• Responsive to ideas to improve working practices, and contribute ideas to develop systems and procedures.
• Ability to complete delegated tasks with minimal supervision but also to recognise when help and advice should be sought from colleagues.

Desirable

• Experience of developing digital content.
• Experience of using digital authoring tools.
• Experience of working in an academic environment.
• Experience of educational delivery & working with faculty (gained either from teaching or supporting teaching).

Benefits

This is a permanent full-time position working 36.5 hours per week. There will be a three-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £26,243–£30,395 per annum.

This is a fixed-term post and the funds for this role are available for nine months in the first instance.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer tax-efficient bicycle and car lease schemes. Staff will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.
Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 13 February 2019. We anticipate that interviews will be held on 20 and 21 February.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.