JOB TITLE: DIGITAL LEARNING DESIGNER

REPORTS TO: DIGITAL LEARNING PROGRAMME MANAGER

Background

The Cambridge Judge Business School Digital Learning Team is a central team of learning designers, content developers and learning technologists focused on the development and delivery of dynamic and engaging learning experiences, educational programmes and training on digital learning delivery for our high calibre faculty and students. The central Digital Learning Team is responsible for providing Department-level oversight and co-ordination in the use of digital learning.

With a pro-active, delivery-focused ethos the role holder will work to ensure that digital learning experiences, content and courses across the School are based on effective educational practice. This will be achieved by partnering with faculty and programme teams to manage projects, author content and to develop supporting documentation and frameworks that aid further systemic development.

With an eye on scalability and quality the role holder will use their skill and experience in learning design to develop learning content that will be effective in different educational settings from online, blended to classroom-based delivery and with slight modifications be re-usable for different levels of learners and customers.

The role

The purpose of this role is to work with programme teams, subject groups and faculty in the design, development of engaging and effective digital learning experiences built on a foundation of sound learning design theory and practice. The role holder will be a key contributor in the design of the School’s evolving approach to digital learning. To be successful in the role, the role holder will need to work with a variety of colleagues from across the School. However key relationships will be with peers in the Digital Learning, Information & Library Services, programme and faculty teams, for whom they will be working closely on the development of teaching and learning solutions and interventions.

Main responsibilities

Creating engaging and pedagogically-sound learning experiences

Designing and managing the production of high-quality digital learning content and rich learning activities/experiences across a broad range of subjects. Working with faculty and professional colleagues to develop engaging, educationally sound learning experiences.

- Partnering with faculty to design interesting activities and assessments.
• Skilfully designing, developing and writing engaging content for a variety of media and audiences. This will include:
  o creation of applicable learning design models using institutional learning platform and complementary tools to create applicable and relevant learning design and delivery models
  o production of engaging activities and courses that cover defined learning outcomes
  o management of the process and design of digital learning materials that include production of digital artefacts including video, podcasts and infographics
  o developing and training faculty on learning models using digital tools.
• Managing of all project resources and timescales needed to meet required deadlines.
• Training stakeholders in the efficient re-use of the learning experiences to ensure adoption by programme teams and faculty.
• Creating of key artefacts using content development platforms and School learning platforms.
• Using content authoring tools to develop high quality digital content.
• Project managing the production of content from early drafts, editing and review processes to final production of learning experiences. This will include:
  o building storyboards and scripts
  o editing and refinement of content, and production of media, to produce a coherent piece of learning that meets the School’s learning and brand strategies
  o producing a very high standard of instructionally-sound and clear content selecting delivery approaches that are appropriate to the level, discipline and context of the learner and adequately cover the articulated learning outcomes.

Developing, document and evaluate new innovate delivery models

Developing key digital teaching and learning delivery models that fit with the School delivery ethos and strategy by utilising a process of designing, trialling and evaluation.
• Collaboration and research into interesting models.
• Working with stakeholders to design, trial and evaluate learning models.
• Developing systems for evaluation.
• Documenting and encouraging adoption of models.

Supporting the effective use of the School’s authoring tools and learning platform

• Supporting faculty and programme teams in their development of innovative learning designs by running training and creating documentation that supports the development of effective learning across multiple learning environments and fosters effective use of available technologies and services.
• Being an expert end user of the School’s learning authoring tools. Providing support to end users and ensuring that designs make effective use of them.
Professional development and provide input into wider strategy

- Actively looking to develop new methods and technologies that will support the development of new and innovative delivery modalities.
- Through team meetings and appraisals providing professionally related insights and ideas that will in turn impact the School’s digital learning strategy.

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:

- A degree ideally in education, instructional design or related (or equivalent work experience).
- Membership of a related professional organisation such as ALT (desirable).
- A postgraduate qualification in education or related field (desirable).
- Experience of working within an educational setting (desirable).
- Experience of managing projects on time and to budget.
- Experience of administering content on a virtual learning environment or online content management systems (desirable).
- Experience in designing creative, innovative and forward-thinking learning experiences.
- Evidenced experience of pedagogical or educational design at the levels of course and activity.
- Evidenced experience of pedagogical or educational design at programme level (desirable).
- Experience of working for multiple stakeholders in a customer-facing environment.
- Ability to write effective copy, instructional text, audio scripts/video scripts into engaging creative copy that will articulate complex ideas into structured, engaging content and curricula.
- Ability to create visualisations and prototypes/mock-ups for sharing ideas with colleagues.
- Evidenced experience of building storyboards and scripts.
- A strong understanding of digital pedagogies and adult learning theory.
- Knowledge of the trends in the development of educational delivery.
- Ability to manage multiple tasks effectively at the same time.
- Ability to engage with stakeholders and scope learning requirements.
- Able to work in a team of multi-skilled professionals.
- Ability to create and update engaging, pedagogically-sound online learning resources and guides.
- Energetic, creative with an enthusiasm for innovation.
- Confidence to challenge the status quo with thoughtful, evidenced-based arguments.
- An interest or experience of working with new technologies such as mobile, virtual/augmented reality (VR/AR) and adaptive learning.
- Good organisational and time management skills with proven ability to manage your own digital learning design projects and work to strict and multiple deadlines.
Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £28,660–£34,189 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

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. You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk. We also offer tax-efficient bicycle and car lease schemes.

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 20 August 2019.

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.