JOB TITLE: LEARNING DESIGN MANAGER

REPORTS TO: DIGITAL LEARNING MANAGER

Background

Cambridge Judge Business School is a dynamic, growing institution situated at the heart of the Cambridge and closely aligned with the world of business and innovation.

Much of this growth has been fuelled by the development of transformative learning experiences and programmes that bring together cutting edge subject matter, learner-centred design and pedagogy, coupled with use of digital tools for delivery of our degree programmes across our portfolio of on-campus, blended and online programme delivery.

Composed of learning experience designers, media developers and learning technology professionals, the Digital Learning Team are the central function responsible for delivering the School’s digital learning and learning experience strategy. Taking a highly collaborative approach we work with faculty, programme teams, operational teams and other stakeholders (both internally and externally through collaborations) to develop meaningful, quality led learning experiences that also build institutional capability that will ultimately transition the School into a digitally native learning organisation.

The role

The Learning Design Manager is a key new role situated within CJBS digital learning. The role is composed of five key elements.

Main responsibilities

Line management of learning design colleagues

- Being responsible for specific project budgets and associated colleagues within the Digital Learning Team (currently three learning designers).
- Through a consultative approach ensuring that colleagues in the learning design function have the right level of support, guidance and access to resources that enabling them to do their best work.
- Maintaining a positive team culture in which colleagues are motivated and can work creatively and productively and to the highest learning design and development standards.
- Taking responsibility for their development and performance evaluations.
- Ensuring that team maintains a culture of open, innovative practice and nurturing colleagues.
Management of the programme and module production pipeline

• Being responsible for and managing evolving production schedule, pipeline of new module developments as well as updates to modules currently in use.
• Acting as the escalation point for issues related to the development and delivery of modules, both for colleagues in digital learning and within programmes.
• Liaising effectively with key stakeholders, implementing effective governance and regular quality control measures throughout the module development and delivery lifecycle ensuring that projects are delivered successfully.
• Ensuring that processes and documentation are clear and well organised to promote excellence in all we do and management reporting.
• Developing credible project proposals and delivery plans and reporting clearly on progress.

Own the team approach to learning experience design

• Ensuring that learning design and development processes remain at the forefront of learning development within the business education context that serves both full-time and professional learners.
• Actively seeking opportunities for enhancement, innovation and streamlining of operational processes (efficiencies and enhancement).
• Identifying and managing research and development projects that seek to improve our approach to digital delivery and reporting on their effectiveness.
• Identifying, recommending and implementing enhancements to our learning design and development processes that results in more effective learning experiences.
• Through collaboration with colleagues at the University and externally being part of best practice groups.

Be an agent of change in promoting a culture of learning design and learning experience design as a cross-institution capability

• Developing and delivering of training and ensuring that the School builds an organisation-wide capability in learning design.
• Constructing easy-to-follow guidance and materials on effective learning design for use within the institution.
• Preparing insightful communications that report on new or enhanced methodologies.

Collaborating across the institution

• Working closely and collaboratively with colleagues across the immediate team and institution to co-develop strategic goals and make key operational decisions within the Digital Learning Team.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:
• The role holder will need to have a practical understanding and experience in the development of advanced learning design (ideally in a business school or commercial context) and be credible to both professional colleagues within the School and externally. Additionally, they will need to have knowledge of project and risk management and be able to deal with high degrees of ambiguity and changes of business focus.

• Demonstrable experience in stakeholder management and some experience in leading large, complex projects.

• A degree or equivalent, in instructional technology development, teaching and learning or other related discipline.

• Ability to demonstrate clear knowledge of contemporary best practice, and the leading trends in online and blended learning.

• Expert understanding of the pedagogies associated with technology enhanced learning at both the macro and micro level.

• An appreciation of the roles performed in the online and blended learning context. For example, learning designers, media producers & technologists.

• Experience in successfully managing the operations of a team in a relevant area.

• Experience in developing and delivering professional development training to colleagues.

• Knowledge of the subject matter within management education.

• Substantial experience of working within an educational environment (University, College or corporate).

• Experience of developing and implementing innovation within an educational (or training) environment.

• Experience in designing and leading projects and the operating and reporting at a senior management level.

• Ability to organise a team to successfully deliver both new projects and ongoing operations.

• Ability to draw upon a range of styles and techniques to ensure that your message is clearly understood by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

• Influencing and persuading - able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

• Analytical thinking – able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Ability to understand commercial imperatives and trading relationships.

• Managing relationships - able to build and maintain effective working relationships with a range of people understanding their needs and goals. Shows sensitivity and tact. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

• Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Ability to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.
- Strategic thinking – able to identify a vision along with the plans which need to be implemented to meet the end goal, evaluating situations, decisions and issues in the short, medium and long term.
- Demonstrable experience in acting as an agent of innovation within a comparable environment.

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £36,261-£48,677 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 USS (Universities Superannuation Scheme) – a defined benefits 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 17 September 2019.**

Applicants are required to provide details of three 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.