JOB TITLE: LEARNING DESIGNER

REPORTS TO: EXECUTIVE DIRECTOR OF EXECUTIVE EDUCATION

Background

Executive Education is a major activity of Cambridge Judge Business School (CJBS) operated by JBS Executive Education Ltd (JBSEEL), a limited company wholly owned by the University of Cambridge. Its activities include a range of well-established open programmes, a substantial suite of custom programmes and deep engagements with clients, where the mode shifts from "education" to collaborative problem solving that creates value for the client and generates research questions, data, and publications for faculty members in the School.

The role

The most successful Executive Education programmes are designed as a result of a creative process, which has its foundations in clients’ needs and the academic and analytic strengths of our faculty. We strive to build solutions which support the transfer of learning from programme to workplace – at whatever level and wherever we work. Acknowledging that creativity in design requires innovative thinking and often unconventional approaches, our aim is to recruit a design specialist with a track record in this field.

Working with our clients, faculty and business development teams, the role holder will have the opportunity to explore creative ways to introduce new learning solutions which combine the academic and research strengths of the University of Cambridge with practical and grounded delivery models. The successful applicant will work closely with professional learning and development specialists in client organisations; with world-class faculty from Cambridge Judge Business School and the University of Cambridge and its network; and with experienced and knowledgeable colleagues in the Executive Education department.

We are continuing to implement a business management system (BMS), which links our client relationship management (CRM) and finance systems. All our colleagues are required to use this system to track the progress of projects and to ensure that information is current and accurate.

We foster a collaborative culture within the department, and we encourage team working and peer support on all our projects. This role intersects with other departments and the role holder will work flexibly in multiple project teams.
**Main responsibilities**

**Programme design - proposals**

- At the proposal stage, work with senior sales colleagues and Academic Programme Directors (APDs) to create an overarching storyboard for a custom programme.
- Ensure that there is a coherent and clear theme for a programme proposal, based on the University of Cambridge’s values and mission and on our faculty expertise and knowledge.
- Encourage and champion the use of creativity in session design and delivery, incorporating faculty from the wider University as well as the Business School and our network of academics and practitioners.
- Assist senior sales colleagues in the creation of pedagogically strong and compelling responses to Request for Proposals (RFPs).

**Programme design – delivery**

- Assist in the design of contracted needs analysis for clients, helping to design research instruments, conduct interviews and analyse results.
- Acting on those results, work with APDs to create programmes and sessions designed to meet those needs.
- Provide APDs with support in briefing faculty on the purpose and context of their teaching on the programme.
- Ensure that senior sales colleagues and APDs are encouraged to refresh and renew continuing or repeat programmes, to maintain relevance and reflect latest thinking and research.
- Oversee a framework of programme evaluation across the department which exceeds University of Cambridge quality assurance processes, informs faculty development programmes and enables continuous improvement.

**Curriculum enrichment**

- Work with faculty to create a library of case studies and materials that are not currently available which can be used on our programmes, reflecting sectorial and geographic contexts.
- Design simulation exercises and classroom-based exercises that reinforce learning and explore transfer of learning to the workplace.
- Seek out potential contributors and experts from within the University of Cambridge who could work with us to increase our creativity and our relevance for clients.

**Financial management and information technology**

- Working with the Digital Learning Team (DLT) and external suppliers, provide pedagogic advice for the development of blended learning solutions.
- Assist digital development teams in the production of engaging online materials which underpin and reinforce learning.
- Manage a budget for the function and provide regular reports.
• Use the company's CRM and designated IT systems in accordance with company and University policies.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a covering letter demonstrating how your own experience meets these requirements.

**Essential**

• Graduate level or equivalent.
• Extensive experience of designing learning solutions for complex problems.
• Knowledge and understanding of learning styles and appropriate pedagogical approaches which facilitate understanding and the transfer of learning.
• Excellent communication and presentation skills, with the ability to demonstrate accuracy and fluency in spoken and written communications.
• Extensive experience training and facilitation including assessing.
• Experience of assessing learning needs, curriculum design of, evaluation of events and assessment of learning outcomes.
• Experience in identifying and evaluating potential contributors to development programmes.
• Experience of designing and delivering tailor made or consultancy services in line with client needs.
• Networking, representation and communication skills.
• Excellent knowledge of IT systems, including Microsoft Excel, Word and Outlook; comfortable and very confident in working with CRM-based databases.
• Financial awareness and the aptitude to learn to manage costs and develop budgets.
• Enjoys working as part of a team but confident when working independently and comfortable taking responsibility where required.
• A flexible approach to work, willing to “go the extra mile” whenever necessary in order to ensure that clients’ and stakeholders’ needs are met within the scope of the project.

**Desirable**

• CIPD or equivalent qualification in scoping and designing learning solutions.
• Understanding and experience of business school provided executive education.
• Experience of transferring classroom teaching materials to online delivery.

**Benefits**

Salary will be up to £80,000 per annum, depending on experience. Bonus: in order to achieve the bonus, JBSEEL’s revenue and profit targets must be met. This role will not have a separate bonus scheme but performance related payments will be determined with reference to achieving agreed KPI’s.
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 final salary pensions and 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 apply for this vacancy, please submit your CV and a covering letter explaining your interest in the role to Martin Hawes at mgh@theedgeselection.co.uk.


The closing date for applications is 22 November 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 Helen Machin, HR Advisor, who is responsible for recruitment to this position, on (01223) 768497 or by email on h.machin@jbs.cam.ac.uk.