

JOB TITLE: SENIOR LEARNING DESIGNER

REPORTS TO: HEAD OF DIGITAL LEARNING

Background

Cambridge Judge Business School (CJBS) delivers a suite of undergraduate (final year), postgraduate and executive business education programmes, offering experiential learning and personal and professional development to experienced professionals from over 50 countries across the globe, looking to develop and progress their careers. These Business School programmes are the primary means by which the CJBS has been able to establish and grow its reputation and are key to meeting the Business School's ambitious growth targets. Cambridge Judge Business School is consistently ranked as among the world's top business schools. The performance of our programmes is of vital importance to the ongoing international reputation and success of the Business School, so the role holder plays an important part in the overall success (including financial) of CJBS and its ability to fund and grow teaching and research activities.

The Business School's Digital Learning team is a key team of learning designers, content developers and learning technologists, focused on the development and delivery of dynamic and engaging learning, educational programmes and digital literacy training for our high calibre faculty and students. The team provides learning design and educational technology guidance and expertise to all staff within the department involved in delivering pedagogically robust online, blended and hybrid teaching as part of Cambridge Judge's strategy for delivery of a high-quality educational experience.

For this role, we are seeking an experienced learning designer to lead and develop the team of learning designers, and to work closely with content developers and learning technologists within the Digital Learning team. Strategic direction and leadership will be provided by the Head of Digital Learning team and the Dean of the Business School.

The role

The role involves working collaboratively with other learning designers, educational technologists, academics, IT, programme teams and other colleagues who support the delivery of teaching and learning, in order to provide learning design expertise and pedagogical guidance to academics, teaching staff and professional staff teams. The role will focus on the expansion and timely delivery of all online, blended and hybrid teaching projects and will respond to an increasing demand on resources.

The role holder will be actively engaged in learning design while also managing the shifting and increasing workload of learning designers within the team, working closely with media and platform specialists in a creative, but pragmatic way in order to deliver a demanding portfolio of projects. The role holder will develop policy, procedures, and processes to support the learning and teaching needs of the Business School to ensure the maintenance of position amongst global competitor Schools.

Main responsibilities

Team management

- Manage a team of learning designers within the Digital Learning team which also includes supervision of temporary staff and the induction and training of new staff members.
- Plan team workload in consultation with Head of Digital Learning and allocate resources appropriately. Monitor workload, create consistency across workloads and manage bottlenecks.
- Actively project manage across design activities with a view to planning future projects to address growing/changing business needs.
- Develop clear processes and workflows to ensure efficiency within the Digital Learning team and the wider Business School.
- Support team with personal and professional development opportunities.

Learning design

- Create course design concepts, in collaboration with academics and other stakeholders, with a clear focus on learning outcomes and observing the following principles:
 - High-quality interaction with programme directors, academics and course tutors.
 - Rigorous, challenging content and assessment.
 - Collaboration and peer learning.
- Ensure that all design practices are aligned with guidance in regard to institutional pedagogies and educational quality, comply with all relevant institutional policies, and create consistency for student experience.

Instructional content development

- Co-create instructional content and learning activities in collaboration with academic subject matters experts.
- Oversee the creation of media assets.
- Work with the educational technologists, support the build of learning objects and the course in the Learning Management System.
- Manage rights and permissions for third party assets.
- Facilitate user testing and gather feedback where appropriate.

Delivery support

- Support the delivery of each course, including briefing and training of faculty and tutors to ensure that all roles and responsibilities are clearly understood, and providing hands-on support if needed.
- Provide online support materials via the Staff Intranet to consolidate understanding and acceptance of new modalities.
- Develop clear policies, processes and procedures to streamline workflow and create clarity for all stakeholders.

Pedagogy and technology

- Develop own awareness of the affordances and constraints of new and established pedagogies and learning technologies to address learning design challenges and/or enable new ways of working.
- Within own sphere of influence, work to further organisational goals through the selection and adoption of new pedagogical approaches.
- Contribute to briefings and presentations about effective learning design and the value it adds to the institutional context.

Compliance

- Ensure compliance with all prevailing accreditation frameworks.
- Write and review digital learning policy documentation and directly input into draft policies and procedures impacting the wider Business School community.
- Ensure that all design practices are aligned with guidance in regard to institutional pedagogies, educational quality and policies.
- Ensure compliance with accessibility and inclusivity guidance, and align with the Business School, University, and external frameworks.

Contributing to a community of practice

- Actively contribute to the University Teaching and Learning Community, sharing knowledge, best practice and technical expertise.

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:

Qualifications

- Teaching and/or instructional design qualification essential.
- Educated to degree level or equivalent qualification or work experience in a relevant area.

Experience

- Experience of managing and developing a team of high-performing, creative individuals.
- Experience in designing and developing pedagogically-robust, engaging online and blended courses.
- Experience of teaching in the classroom setting or online.
- Experience of being an online learner.
- Experience of working with virtual learning environments (VLE), preferably in a higher education (HE) or further education (FE) setting.
- Experience of working across a business school or HE institution to promote the value and benefits of learning design.

- Experience of managing and delivering multiple complex projects simultaneously.

Skills

- Excellent team management skills.
- Commitment to continuous improvement.
- Excellent written and visual communication skills.
- Strong interpersonal skills, including the ability to communicate specialist technological information to a non-technical audience.
- Proven ability to work collaboratively with tact and professionalism.
- Excellent planning and organisational skills, and the ability to co-ordinate a range of complex, concurrent activities.
- Ability to understand the pedagogical theories and technical issues associated with online/blended teaching and learning.
- Knowledge of accessibility issues and inclusive teaching and learning/universal design.

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 £36,914-£49,553 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. 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 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 4 July 2021.

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 2013.

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) 768497 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.