JOB TITLE: LEARNING DESIGNER

REPORTS TO: HEAD OF CUSTOM PROGRAMMES

Background

JBS Executive Education Ltd. (JBSEEL) is a wholly owned subsidiary of the University of Cambridge designing world-class programmes that deliver real world impact. Our academics bring fresh, research-based insight into our programmes, which is amplified by emphasis on high levels of faculty interaction. This maximises the exchange of ideas between academics and participants, creating a truly collaborative learning environment. Our goal is to deliver transformative learning experiences that allow executives to make a real difference on returning to their organisations.

We have built an enviable reputation for real world impact that feeds back into the research and knowledge base of the faculty that deliver all of our work. Our value proposition for our clients and learners emphasises key contributions from faculty drawn not just from Cambridge Judge Business School’s (CJBS) Research Centres and Subject Groups, but from the wider University. All of our programmes are overseen by an Academic Programme Director (APD) drawn from faculty within either the Business School or, where appropriate, from the wider University network. This world-class breadth offers capability but also diversity, enabling us to operate effectively in a multitude of contexts. Further, we place particular emphasis on close collaboration with those faculty at all levels in the client organisation. This brings impact and endurance to our work.

The role

Executive Education is on a path of significant growth and is currently in search of an experienced Learning Designer to contribute to the implementation of our innovative learning design tools and strategy for our programmes. Successful Executive Education programmes are crafted through a creative process that integrates the requirements of clients, learners, and organisations with the academic and analytical expertise of our faculty members.

We aim to build solutions which facilitate the application of learning to the workplace or the work environment for mid-to-senior executives. Recognising that creative design demands innovative thinking, and often unconventional approaches, we are seeking a Learning Designer with a proven track record in this field.

With focus on our diverse programme offerings – ranging from online and Live Online, to face-to-face and blended learning solutions – the selected candidate will collaborate closely with cross-functional teams. This collaboration includes our clients, faculty, business development teams and fellow digital learning design and media specialist colleagues to flexibly explore inventive approaches to building curriculums, identifying learning objectives, and create innovative learning solutions to deliver these learning outcomes. These learning solutions are rooted within the academic and research strengths of the University of Cambridge, combining them with practical and impactful delivery models.
The role responsibilities include curating and implementing world-class, innovative learning solutions which combine premium Cambridge content and research with innovative methods (e.g., simulations, apps, business games, immersions, role plays), and the latest educational technologies (e.g., digital learning, virtual classrooms, virtual reality (VR)/augmented reality (AR), artificial intelligence (AI) driven personalisation, digital learning platforms) across different modalities.

Within our department, we promote a collaborative culture, emphasising team working and peer support on all projects.

**Main responsibilities**

**Implementation of Executive Education design strategy**

We are excited to welcome a proactive individual to our team, emphasising a pivotal role in collaborating with faculty members and clients to meticulously develop curriculums and individual sessions. As a key member of our team, your primary responsibilities will include:

- **Design Thinking and Innovation:** As a vital team member, contribute significantly to design thinking and innovation in the development of Custom programmes. This involves not only developing a highly compelling and market-leading program design narrative but also placing a strong focus on creating innovative learning methods, technologies, and experiences that align with the programme’s specific learning requirements.

- **Curriculum Development Focus:** Collaborate closely with the Lead Learning Designer to champion and implement our distinctive Executive Education learning design strategy. This involves placing a significant emphasis on working with faculty and clients to design comprehensive curriculums across a programme, as well as individual sessions. Your role will encompass identifying learning objectives, crafting tailored learning outcomes that meet the unique needs of each programme and designing methods to track impact and measure whether learning outcomes have been met.

- **Partnership Collaboration:** Work seamlessly with the Executive Education Digital team, CJBS Digital Learning (DL) team, Instructional Designers (ID), and Information Technology (IT)/audio-visual (AV) media specialists to continually enhance digital learning solutions for Executive Education and CJBS.

- **Pedagogical Insights:** Stay abreast of the latest pedagogical insights from the realms of the future of learning, neuroscience of learning, future of work, and global educational innovation/best practices. Your informed perspectives will play a crucial role in shaping our overarching strategy.

- **Quality and Innovation Leadership:** Take the lead on ensuring the quality, innovation, and currency of learning. Regularly report on evaluations of learning design and delivery, as well as the application of new learning technology.

- **Skill Development Advocacy:** Drive understanding and skill development across the Executive Education team in the application of new educational technologies to enrich and distinguish experiential learning design across our portfolio.

- **Design Thinking and Innovation:** As a vital team member, contribute significantly to design thinking and innovation in the development of custom programmes. This involves not only developing a highly compelling and market-leading programme design narrative but also placing a strong focus on creating innovative learning methods, technologies, and experiences that align with the programme’s specific learning requirements.
Encourage and champion the use of creativity in design sprint sessions and delivery, including chairing and facilitating creative design sprints appropriate to the learners and programme needs, incorporating faculty from the wider University as well as Cambridge Judge and our network of academics and practitioners.

**Custom programme design in proposals**

- Contribute to design thinking and innovation in bid strategies through building a compelling, market-leading programme design narrative.
- At the proposal stage for custom programmes, work with the Custom Business Development team and faculty Academic Programme Directors (APDs) to create an overarching storyboard and integrating appropriate innovative learning methods, technologies, and experiences to meet the programme needs.
- Provide a consultative approach for both existing and prospective clients, and APDs, establishing yourself as the trusted advisor on programme design and suitable pedagogical modalities.
- Assist the Custom Business Development Team in the creation of pedagogically robust and compelling responses, to Request for Proposal or capability statements, often within short response times.
- Join client meetings when required to present innovative learning solutions in collaboration with APDs and Business Development Team members.

**Programme design in delivery**

- Assist in the design of contracted needs analysis for clients, helping to conduct interviews and analyse results if required.
- Acting on those results, work with APDs to create programmes and sessions designed to meet those needs. Support APDs to curate and implement innovative methods and educational technologies into their designs.
- Provide APDs with support in briefing faculty on the purpose and context of their teaching on the programme.
- Ensure that the Custom Business Development teams and APDs are encouraged to refresh and renew continuing or repeat programmes, to maintain relevance and reflect latest thinking and research.
- Execute, drive and report on a framework of evaluation across the team which exceeds University of Cambridge quality assurance (QA) processes, informs faculty development programmes and enables continuous improvement.

**Curriculum enrichment**

- Advise and enhance current design tools and curricula through innovative methods (eg simulations, apps, business games, immersions), and the latest educational technologies (eg digital learning, virtual classrooms, VR/AR, AI-driven personalisation, digital learning platforms) across face-to-face, live virtual, blended and digital modalities.
• Work with CJBS Digital Learning, IT and AV colleagues to explore new technologies that can be introduced to enhance pedagogical design for face-to-face and blended classroom sessions, to Live Online and online programmes.

• Design simulation exercises and classroom-based exercises that reinforce learning and explore transfer of learning to the workplace. Engage with programme colleagues within CJBS to share learning of pedagogical solutions that can be used both in custom executive education programmes and accredited programmes in the Business School. 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 & information technology

• Collaborate with digital development teams, particularly Instructional Designers, to contribute to the creation of compelling online materials. Your role will focus on guiding and advising through storyboarding, ensuring that the content effectively supports and reinforces learning without directly engaging in the production of digital materials.

• Use the company’s customer relationship management (CRM) systems 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 CV and a covering letter demonstrating how your own experience meets these requirements:

Essential

• Graduate level or equivalent qualification/experience.

• Extensive experience of designing learning solutions in an adult professional learning setting for complex problems and within complex client environments, in both face-to-face and blended to Live Online and digital modalities.

• Behaviourally oriented towards innovation, continuous improvement, creativity, and experimentation.

• Knowledge and understanding of learning theory and appropriate pedagogical approaches which facilitate understanding and the transfer of learning, and ability to advise and influence clients and teams accordingly.

• Excellent client and faculty-facing communication and presentation skills, with the ability to communicate innovative learning design concepts and be able to tell a narrative across a programme, demonstrating accuracy and fluency in spoken and written communications.

• Significant experience as a learning designer practitioner; well versed in leading design visioning workshops, setting the agenda, running the exercises (e.g., persona creation) with supporting tools and technology and visually drawing up learner journeys and creating wireframes/mock ups using the most up-to-date tools and technology, demonstrating excellent facilitation and stakeholder management skills.

• Extensive experience of assessing learning needs, curriculum design of, evaluation of events and assessment of learning outcomes.
• Experience in devising and implementing agreed metrics to assess return on investment.
• Experience of designing and delivering tailor-made or consultancy services in-line with client needs.
• Experience of transferring classroom teaching materials to online delivery, and visa versa.
• Experience in facilitating and directing client scoping workshops and needs analysis.
• Enjoys working as part of a team but confident when working independently and comfortable taking responsibility where required.
• A flexible approach to work to ensure that clients’ and stakeholders’ needs are met within the scope of the project and, in some instances, within short timelines.
• Networking, representation, highly communicative.
• Excellent knowledge of IT systems, including project management platforms, and very confident in working with CRM based databases.

Desirable

• CIPOD or equivalent qualification in scoping and designing learning solutions.
• APM, Agile Project Management, or PRINCE2 accreditation.
• Experience working with Fortune 500 organisations.
• Understanding and experience of a Business School Executive Education, professional services learning solutions, or EdTech environment.
• Experience of applying digital and virtual learning methods including simulations, apps, VR/AR, virtual classroom or other technologies in an executive education setting.
• Experience working alongside academic professionals (ideally within an Executive Education or similar background), possessing the ability to coach and influence without authority to ensure deadlines are met.

Benefits

This is a full-time position working 40 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 post holder will be expected to work in the office three days a week, though we understand the importance of flexibility in managing work-life balance; our structure includes flexible working hours to accommodate individual needs and preferences.

Salary will be in the range of £40,000 - £60,000 per annum, dependent on experience. The role holder will be eligible to participate in the company’s staff incentive plan (Annual Employee Bonus Scheme).

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.
For those with childcare responsibilities, we have two nurseries, and a holiday play scheme to help support to help support you, as well as offering 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](http://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](http://www.jobs.cam.ac.uk).

**Application arrangements**

To submit an application for this role, please send your CV and cover letter explaining how your skills and experience would prepare you for this role to Elle McGregor, HR Advisor: e.mcgregor@jbs.cam.ac.uk.

**The closing date for applications is Friday 12 January 2024.**

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.

**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, Elle McGregor, HR Advisor JBSEEL who is responsible for recruitment to this position, on e.mcgregor@jbs.cam.ac.uk. Alternatively, applicants can contact the CJBS HR Team via hr@jbs.cam.ac.uk.