JOB DESCRIPTION

Job Title: Learning Designer (Greenwich Online)

Grade: SG7

Department: Vice Chancellor's Office

Responsible to: Associate Director, Greenwich Online

Responsible for: N/A

Key Contacts: Staff within the Faculties, including Programme/Module Leads, Operating Officers and Associate Deans (Student Success). Greenwich Online Academic Lead, Associate Director, Operations Manager, Production Manager.

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The University of Greenwich has an ambitious strategy to 2030 entitled This is Our Time. An important priority within the strategy is to establish an excellent online learning provision, establishing new innovative programmes along with supporting existing provision to develop further.

This role will work with academic teams to co-design online programmes, they will lead the module development process and champion quality design for our fully online curriculum.

Using collaborative learning design methods, including workshops and storyboards, this role will work in partnership with programme academics to ensure timely development and delivery of online taught modules aligned to online learning principles and the Greenwich Curriculum Framework.

KEY ACCOUNTABILITIES

Team Specific:

- Deliver a high-quality online learning experience for Greenwich Online students through development of comprehensive and accessible online modules and programmes.
- Lead facilitation of design workshops with academic teams, ensuring clarity and focus of available time to meet workshop outcomes.
- Collaborate and guide Programme and Module Leads to storyboard and develop activities and materials in alignment with the Greenwich curriculum framework and online design model.
- Ensure module leads are on track against development schedules, highlighting at the earliest opportunity any delays and finding a solution focused approach to maintaining disrupted schedules.
- Define measurable learning outcomes and ensure programmes learning activities and assessment align appropriately.
- Collaborate with other Greenwich Online colleagues such as Learning Resource Designers to ensure course content is accessible and engaging.

Generic:

- Work effectively and collaboratively with colleagues across academic and professional services to support all learners, enhancing the student experience.
- Contribute to administrative work of the Greenwich Online.

Managing Self:

- To engage in continuous personal and professional development activities in the areas of online education and digital technologies.
- Motivated to deliver to high standards, working independently and with others.
- To be able to work proactively and to deadlines.
- Excellent attention to detail.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:
Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Online delivers the required level of service.

KEY PERFORMANCE INDICATORS:

These will be set and agreed with the line manager, following appointment and then reviewed periodically.

KEY RELATIONSHIPS (Internal & External):
- Staff within the Faculties, including Programme/Module Leads, Operating Officers and Associate Deans (Student Success). Greenwich Online Academic Lead, Associate Director, Operations Manager, Production Manager.

PERSON SPECIFICATION

EXPERIENCE:
Essential Criteria
- Experienced in working with programme leaders and teams to design programmes of study aligned to defined curriculum approaches and institutional frameworks.
- Extensive experience in inclusive curriculum and assessment design, working with programme teams to embed approaches taking account of student diversity.
- Current knowledge of HE pedagogies, assessment methods, effective practices and sector trends, ensuring well placed to advise and guide programme teams.
- Experienced in designing and facilitating workshops, and other events, to support programme teams, recognising the expertise these colleagues bring to the activity and taking account of disciplinary contexts.

- Experience of designing curriculum for different university pathways (PG and UG) and modes.
- Experienced in working with students as partners in curriculum development and learning and teaching enhancement.
- Experienced in designing supporting resources and materials such as online toolkits.

Desirable Criteria
- Experience of designing online CPD courses.
- Current research or development activity in the field of online learning design, for example articles or conference presentations.
- Experience of contributing to online learning and teaching networks.
- Own experience as an online learner.

SKILLS:
Essential Criteria
- Skilled in promoting, guiding and supporting others to design student centred curricula and aligned assessments.
- Effective in developing and sustaining relationships with a diverse range of individuals and teams, with the ability to respond and adapt to varied prior experiences, knowledge and expectations.
- Emotional intelligence and influencing skills to navigate group dynamics and manage varied levels of engagement constructively and professionally.
- High level of digital competency to facilitate online design workshops.
- Skilled in supporting teams /collaborators to stay on task, progress agreed activities and meet agreed deadlines.

Desirable Criteria
- Experience of delivering educational projects within a University setting.

QUALIFICATIONS:

Essential Criteria
- Educated to degree level.
- HE Learning and Teaching qualification, for example PGCert and/or Advance HE Fellowship.

Desirable Criteria
- Advance HE Senior Fellowship
- SCMALT or CMALT

PERSONAL ATTRIBUTES:

Essential Criteria
- Flexible and adaptable approach to work, able to deal with complexity and competing demands on time.
- Ready to proactively identify and solve problems
- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful.