

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Online Author in Project Management

## **College/Department**

College of Business, Law and Social Sciences

## **Location**

Remote/Home-based

## **Job Reference Number**

0243-24

## **Salary**

£2,602.95 per module upon completion

## **Reports To**

Academic Lead

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will be responsible for writing and developing academic content and materials for learners studying online. Authors will be expected to be academically competent to author and facilitate the learning of students at the appropriate level. The post holder will be expected to work closely with colleagues in the University of Derby Online Learning (UDOL) to ensure high quality content, materials and learning experience for all learners.

## **Principal Accountabilities**

1. To author and develop online content and materials in accordance with the scope of work set out within the Schedule of Work and in line with the University of Derby Online Learning Academic Framework.
2. To utilise appropriate teaching, learning and support techniques to create an academically challenging environment that supports learners in their development.
3. To develop content which creates a supportive learning environment and promotes engagement in a ‘community of practice’ within the learner group.
4. To undertake appropriate research that ensures learning materials utilise a variety of sources whilst utilising appropriate referencing systems to maintain academic standards.
5. To write structured and engaging content in an active tone making best use of appropriate multi-media elements.
6. To peer-review other authored content and to give feedback as part of the quality framework.
7. To have up to date subject knowledge within relevant discipline.
8. To develop content in accordance with the module requirements and the University’s assessment regulations.
9. To work closely with both the Senior Online Tutor and Project Manager identified in the Schedule of Work, providing the Project Manager with bi-weekly updates on the progress of the development of the online content.
10. To contribute to The University’s Quality Assurance and Quality Enhancement process by reviewing module content and delivery mechanisms in order to contribute to the continuous development of the module.
11. To participate in an induction programme and engage with staff development and other professional development opportunities as required.
12. To refer specific queries and concerns to the Project Manager in a timely manner.
13. To adhere to University systems and procedures and ensure that you have a working knowledge of the University’s academic regulations.
14. To undertake any other reasonable duty commensurate with the level of responsibility of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Relevant PhD / Doctorate qualification or equivalent professional experience

#### **Experience**

* Experience of developing/writing/authoring content or material for modules at University level

#### **Skills, knowledge & abilities**

* Knowledge of recent and current development and experience of contemporary issues within the subject area at the appropriate level
* Knowledge and understanding of key theories in relation to the relevant subject area and their application in practice

#### **Business requirements**

* Availability to undertake this work

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.