

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Learning Designer

## **College/Department**

Provost Learning and Teaching – Digital Learning

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0553-24

## **Salary**

£37,756 to £40,920 per annum (for exceptional performers, there is scope for further progression up to £51,878 per annum).

## **Reports To**

Senior Learning Designer

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Learning designer will be responsible for delivering exemplary learning design practice and be an advocate for fully online, interactive learning experiences.

The post holder will be responsible for devising online solutions which excite and engage learners. The post holder will work in partnership with academic teams to guide and advise them and contribute to the ongoing evolution of our offering.

## **Principal Accountabilities**

1. To advise academic colleagues across the Colleges, developing relationships with key personnel, to contribute to the development of sector leading, quality learning content.
2. To work as part of a multi-disciplinary team to propose, formulate or investigate innovative solutions to the needs of academic colleagues based on knowledge and experience of technology enhanced pedagogies.
3. To understand and interpret excellence in learning; to design, plan, experiment, test and innovate using technology, underpinned by sound learning design principles.
4. To work with Content Team colleagues to translate the agreed requirements of academics and other colleagues into technical requirements that lead to the development of new methods, products or tools which meet the needs of online students.
5. Apply design principles and best practice in the production and development of scripts and storyboards for interactions, animations and other types of rich multimedia assets.
6. To have current knowledge of virtual learning environments and learning management systems.
7. Within the context of the work of the department and team, to liaise with subject experts in relation to the development of content, products or technologies so as to ensure they reflect industry requirements as well as academic/student needs.
8. To liaise closely with academic colleagues who have an innovative project development requirement in order that their needs can be fully understood, documented and agreed.
9. To write and develop instructional content and supporting material for new products and technologies developed across the department.
10. Contribute to the ongoing management and development of the online learning platform from a creative perspective.
11. Provide basic training on instructional design principles and relevant tools used for developing online learning to develop others’ understanding and skills.
12. To maintain a strong working knowledge of usability and accessibility within learning content and other areas.
13. To manage development activities in accordance with identified parameters (timescales, costs, quality tolerance, etc).
14. To participate in awareness raising activities to develop the reputation of the department as a leading provider of online / technology-based learning.
15. To implement industry wide regulations and standards in relation to developments.
16. To collaborate with team members and others in the University to ensure that online learning is delivered to the highest standards.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Educated to undergraduate degree level or equivalent qualification or equivalent professional experience in a relevant field
* Fellowship of the Higher Education Academy (HEA) or working towards.

#### **Experience**

* Experience of working in a formal education, adult education and / or digital educational online learning setting.
* Successful teaching and / or tutorial experience in an online environment.
* Previous experience in the development and delivery of online materials.
* Experience of applying a co-creation practice for developing instructional resources and learning experiences with (academic) subject matter experts.
* Experience in developing high-level learning design documentation.

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

* Knowledge of HE structures and systems.
* Excellent communication and interpersonal skills.
* Proven ability to take a pro-active approach to student engagement through the provision of effective learning content.
* Proven affinity with, and passion for, online learning and the online environment.
* Organisational skills; planning and resource management; report writing, & quality enhancement.
* A commitment to Digital Learning and Online delivery.
* Willingness to challenge the status quo in the pursuit of innovation.
* Ability to both lead and work as part of a team.
* A passion for online delivery.
* Ability to manage workflow effectively.
* Ability to work independently and flexibility.
* Positive attitude and highly motivated.

### **Desirable Criteria**

#### **Qualifications**

* Higher Education teaching qualification.

#### **Experience**

* Experience of academic research.
* Experience of programme management, including programme development, quality enhancement and innovation in online delivery at a Higher Education Level.

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

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.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).