UNIVERSITY OF DERBY

JOB DESCRIPTION

JOB TITLE	**Online Author (University of Derby Online Learning)**

DEPARTMENT / COLLEGE	**UDOL**

LOCATION	**Remote / Homebased**

JOB NUMBER	**0473-17**	**SALARY**	**As advertised**
REPORTS TO	**Academic Lead**		

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

- a relevant postgraduate qualification at masters level
- 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
- Availability to undertake this work

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

    Desirable criteria

- Experience of authoring with UDOL

- Knowledge of online learning pedagogies and instructional design

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

https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230