UCEM
UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Lead Learning Designer

Job Specification

Date created: August 2024

JOB DESCRIPTION

Employment status:	Full time, permanent
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern
Location flexibility:	The place of work for this role is **Remote**, spending your total working time at home, which must be within the UK
	Working at home is only possible if your environment meets certain conditions – see the **Attachment** to this Job Specification document – and if not, you need to work at Horizons
	You may, on occasions, be asked to attend the Horizons office to attend business-critical meetings or training events
Department:	Education
Line manager:	Sandra Scalzavara, Digital Learning Manager

Role summary

The Digital Learning and Media Services Team performs a critical function within UCEM, leading the design and development of high-quality digital teaching, learning and assessment resources for our students. As Lead Learning Designer you will oversee curriculum design and development workstreams, working closely with academics and subject experts to create and review our digital pedagogy. You will develop our educational provision by creating high-quality, interactive materials and co-designed learning activities to deliver and support online learning.

As Lead Learning Designer, you will be responsible for the planning, management and reporting of workstreams and the commissioning of media assets, whilst acting as the main point of contact for all aspects of the curriculum development in your workstream. You will also contribute towards defining and reviewing the pedagogical approaches, learning design models and methodologies that underpin our educational approaches to deliver high-quality online learning to our students. Where appropriate, you will actively contribute to evaluation and research in online learning and digital projects, to contribute to UCEM's strategic vision to be the Centre of Excellence for Built Environment Education.

Role accountabilities and responsibilities

- Manage curriculum and/or module development workstreams including all aspects of the design and development process, co-ordinating the work and deliverables of other learning designers, academics and subject experts and commissioning the production of media assets.
- Ensure that teaching, learning and assessment resources, developed as part of the curricula and/or modules, are designed and developed to reflect the UCEM educational framework and implement the institution's defined quality standards.

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- Provide hands-on expertise at a senior level in the design, development and delivery of all aspects of online learning, teaching and assessment. Your expertise may focus on any of the following:
    - Active learning design
    - Assessment and feedback
    - Online pedagogies and approaches
    - Online presence
    - Learning technologies and web development
    - Project management
    - Digital resource design and production.
- Coach and mentor others on impactful online educational experiences that are student focused.
- Work collaboratively with the Director of Digital Learning and Engagement, Head of Digital Learning and Media Services, Digital Learning Managers, other Lead Learning Designers, Learning Designers and Quality Control to regularly review and update the UCEM module design guidelines, quality standards, module development toolkit and Learning Design Centre.
- Influence and contribute to research and evaluation.
- Contribute towards the piloting and review of technologies to support effective and innovative teaching and assessment practice.
- Play an active role in the design and delivery of module design workshops and staff development programmes, including preparing and delivering high-quality oral presentations, workshops and written communications for both academic and non-academic audiences.
- Keep abreast of current trends and technologies in online pedagogy.
- Develop the team's profile in the wider digital education sector including special interest groups and conferences.

Line management responsibility:	NONE
Budget responsibility:	NONE
In this role you will liaise with: Learning Designers; Media Producers; Quality Control; Academic Team; Learning Technologies Team; Student Support; Academic Operations; Research Team; Senior Management	

PERSON SPECIFICATION

Assessment Criteria: A = Application   I = Interview   T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
A degree level qualification or equivalent experience	X		X		
A postgraduate qualification in a relevant discipline or a qualification/accreditation in teaching or learning technologies, e.g. PGCert in teaching and learning, HEA fellow, CMALT		X	X		
Formal training in project management		X	X		
Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application					

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Previous experience	Essential	Desirable	A	I	T
A proven track record of effective project management including planning and allocating work, leading meetings, prioritising tasks and reporting progress	X		X	X	
Designing active learning; either fully online or blended	X		X	X	
Implementing curriculum in a Virtual Learning Environment and the use of other educational technologies to build learning activities and support teaching and assessment	X		X	X	
A track record of providing advice on how to utilise technology to provide high-quality student experience	X		X	X	
Communicating advances in the implementation of learning theories and learning design in an online and/or blended education setting	X		X	X	
Advising academic teams and contributing to defining requirements for new or replacement learning technologies from a pedagogy first perspective		X	X	X	
Designing research tools to evaluate the student experience, such as student focus groups and questionnaires		X	X	X	
Experience that has led to publication and/or presentation outputs in the sector		X	X		
Skills, knowledge, and aptitudes	**Essential**	**Desirable**	**A**	**I**	**T**
Knowledge of current digital education theories and approaches, for teaching, learning and assessment design	X		X	X	
Project management skills, ability to manage competing priorities in a highly pressurised environment with minimum supervision in a calm manner	X		X	X	
Knowledge of HTML5 and CSS	X			X	
An understanding current digital education theories and approaches	X			X	
Ability to evaluate the student digital learning experience	X		X	X	
An understanding of online systems such as VLEs, LMS, e-Portfolios, online assessment tools, and H5P	X		X	X	
Strong communication and relationship-building skills; the ability to work collaboratively with colleagues and convey complex issues to others, particularly in the use of learning technology to develop and deliver online learning	X			X	
Problem-solving skills with the ability to analyse issues and offer proactive, informed solutions	X			X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel and PowerPoint	X			X	

	Essential	Desirable	A	I	T
Ability to use learning analytics and log data in the evaluation of educational interventions		X	X	X	
Knowledge of the ABC learning design process		X	X	X	
Other requirements or special requirements	**Essential**	**Desirable**	**A**	**I**	**T**
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

PAY & BENEFITS

- Salary range £36,951 to £38,799 per annum.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, Thrive Mental Wellbeing app, as well as the SilverCloud mental health platform. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

On the Join the team page of our website, you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

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1. Your up-to-date CV; along with a portfolio of past work
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: https://www.ucem.ac.uk/our-vision/

Internal applicants are advised to inform their line manager of their application.

NO AGENCIES: We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact: Sandra Scalzavara on 01189214681 or Damien Peters-Turner on 0118 921 4357 or email d.peters-turner@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2013/2433 or email recruitment@ucem.ac.uk

Closing date and next steps

Monday 30 September 2024 at 5 p.m.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

Equality, diversity and inclusion

Here at UCEM we champion equality, diversity and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

Job Specification

Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN**.
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.