

Job Description

Job title Digital Learning and Teaching Consultant

Faculty/Directorate: Centre for Academic Innovation and Teaching Excellence, Governance and Legal

Grade: F

Role profile: SMF1

Full-time, Permanent

	Duties of the role
Overall purpose of the role	<p>As a member of the Digital Learning and Teaching team, the post-holder will lead the embedding of learning technologies across the curriculum, supporting the work of the Centre for Academic Innovation and Teaching Excellence (CAITE) and the delivery of the university's Education strategy under the leadership of the PVC Education. In addition, s/he will be responsible for supporting and driving staff in one of the university's faculties in the innovation, development and delivery of relevant strategic Digital Learning and Teaching projects across the university.</p>
Main duties and responsibilities	<ul style="list-style-type: none"> • With colleagues, drive the implementation of Digital Learning and Teaching (DLT) across the institution including managing the delivery of DLT-related projects. This includes project board membership contributing to decisions relating to all areas of the of the project plan, e.g. budget considerations and quality standards. • Develop and implement appropriate strategies for the roll-out of the university DLT programme and annual implementation plan, linked to the Education strategy. This includes conducting relevant, prior research. • With the Head of Digital Learning and Teaching and team colleagues, develop materials to raise the profile of, and implement the ELT strategy, and which are appropriate to faculty and institutional needs. • Design and deliver DLT-related professional development and training sessions for academic staff at all levels (including senior staff), working with the Head of Digital Learning and Teaching, the DLT and CAITE team and, where appropriate, with other relevant units of the university. • Lead initiatives linked to raising the awareness and profile of DLT-related work across and beyond the university. • Implement and extend the systems and services offered in relation to DLT across the institution, based upon strategic priorities, including the ULTAS. • With the Head of Digital Learning and Teaching, and Associate Deans Academic, facilitate the strategic fit between institutional and Faculty plans for DLT, and to lead on relevant protocols and processes. • Provide support and coaching to staff at all levels in one of the university's Faculties, and in designated Professional Services departments, in the

Duties of the role

development and delivery of DLT, including leading on professional development and innovation in relevant areas.

- Provide specialist advice and coaching to colleagues at all levels within and beyond the team in a defined and agreed area of DLT-related activity.
- Develop and maintain links with internal networks, external organisations, relevant subject associations and professional bodies, and the wider academic community to facilitate collaboration, share best practice and innovations which may influence and inform the development and delivery of DMU DLT Strategy and Faculty priorities.
- Participate in relevant Faculty and university committees including representing the Digital Learning and Teaching team as a stakeholder.
- Be an active member of CAITE, including contributing to, and participating in the programme of professional development.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.