

Job Description

Job title:	Instructional Designer
Department/School:	Centre for Learning and Teaching (CLT)/Technology Enhanced Learning (TEL)
Grade:	6
Location:	University of Bath premises

Job purpose

Working in collaboration with the Faculties, School and Skills Centre, and located in the CLT under the TEL Team, the post holder will provide pedagogical and operational advice and support for learning design, digital pedagogies, digital accessibility and use of learning technologies in teaching and learning. They will champion and support University approaches to blended teaching, new and existing technologies, and work with staff to develop and create pedagogically-effective materials and environments.

The post holder will work under the strategic guidance of the Head of TEL in collaboration with the wider CLT. Priorities will be determined by working closely with staff in the Faculties/School.

Source and nature of management provided

The line management will be through the TEL team in the CLT.

Staff management responsibility

N/A

Special conditions

N/A

Main duties and responsibilities

1	Work in collaboration with staff in order to offer pedagogical and operational support and advice for learning design and digital pedagogies (including approaches to blended teaching)
2	To provide pedagogical and practical advice to staff in the appropriate use of learning technologies for the creation of learning materials and digital learning environments, developed within an appropriate pedagogical framework
3	Work closely with staff to identify and share good practice, and strengthen and enhance resources within programmes
4	Support the work of internal communities of practice through managing activities or mini-projects and providing advice to the community

5	Advise staff on the design of effective e-assessment and feedback practices, and how to embed solutions for digital assessment (including video and audio) into teaching and learning
6	Where relevant, contribute to the University's academic staff development programme, co-delivering sessions related to learning design, digital pedagogies and blended teaching
7	Build strong collaborative working relationships with stakeholders across the University community to support effective partnerships
8	In collaboration with the CLT, measure the effectiveness of services delivered, monitor trends in service usage and evaluate stakeholder satisfaction using a range of approaches.
9	Work closely with colleagues in TEL to ensure effective operation of the Support Desk dealing with queries
10	Maintain and update pedagogically-effective learning materials and guidance for the CLT (wikis / websites) on a regular basis
11	Maintain up to date knowledge of research into the areas of learning design, digital pedagogies, accessibility and blended learning & engage in activities which promote exploration & extend our understanding of sector practices
12	Advise staff on digital accessibility, copyright clearance and attribution, including creative commons or open licenses, as relates to learning materials.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Degree or proven ability to work at degree level		X

Criteria: Knowledge and Experience	Essential	Desirable
Experience in working with academic staff in aspects related to learning design, digital pedagogies and blended learning	X	
Experience of support staff in using Moodle or an equivalent VLE	X	
Experience of working collaboratively to provide user support for core learning and teaching systems and tools		x
Experience of working with staff in the creation of learning materials and resources	x	
A track record of working effectively in cross-disciplinary teams and/or on projects	x	
Experience of translating user requirements into effective and efficient learning materials and digital learning environments		x
Awareness of issues related to the use of TEL resources in an HE context, e.g. copyright, data protection, academic integrity, accessibility etc		x
Knowledge of university systems and processes	x	

Criteria: Skills and Aptitudes	Essential	Desirable
Excellent interpersonal skills and an ability to work with staff at all levels within a University	x	
Excellent communication skills (written and oral) and ability to communicate confidently with different types of stakeholders	x	
Able to prioritise, develop and implement action plans	x	
Excellent IT skills and the ability to use standard IT packages and University specific IT systems where appropriate	x	
Ability to work flexibly and to effectively manage a busy workload with sometimes conflicting priorities	x	
Positive, pro-active, 'can do' attitude	x	
Willingness to undertake continuing professional development activities	x	
Ability to work as part of a team	x	

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.