



JOB DESCRIPTION

1. Job specifics

<p>Job Title: Reports to: Location: Department:</p>	<p>Learning and Teaching Digital Co-ordinator Associate Dean for Learning and Teaching Learning and Teaching / Academic</p>
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2. About the role

<p>What you'll be doing?</p>	<p>You'll support the Dean of Teaching Learning and Digital to coordinate in the planning and delivery of Learning and Teaching activities for staff development, including both face to face and digital delivery.</p>
<p>Key Responsibilities</p>	<p>Assist with the coordination of staff development workshops and programmes</p> <p>Assist with the creation of new staff development programmes</p> <p>Deliver staff development workshops and programmes</p> <p>Meet partnership and internal quality assurance processes in relation to teaching and learning</p> <p>Carry out administration duties as required</p> <p>Any other duties in relation to teaching and learning as directed by the Dean of Teaching Learning and Digital</p> <p>Support in the development of the QA Academy</p> <p>Maintain personal and professional development in line with agreed appraisal and development programme in order to enhance personal knowledge and contribution to relevant activities.</p> <p>Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities.</p>
<p>KPIs & SLAs</p>	<p>Identify new training and development needs</p> <p>Ensure current training and development is fit for purpose</p> <p>Meeting internal QA and QAA standards</p> <p>Achieving the required delivery criteria for training sessions</p> <p>Delivery of the department's KPIs</p> <p>Meeting project deadlines</p>

Key Working Relationships	<p>Internal All QAHE staff</p> <p>External Students Partners and other external stakeholders External representatives.</p>
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3. About You	
Skills & Abilities	<p>Ability to use a range of learning and teaching approaches</p> <p>Ability to use a variety delivery techniques</p> <p>Planning, organising and delivery skills</p> <p>Ability to take responsibility and to work to deadlines</p> <p>Structured and clear communication skills</p> <p>Confident and self-motivated</p> <p>Well organised and methodical</p>
Your Experience	<p>Experience improving the digital user experience</p> <p>Experience working with digital platforms to improve the student experience</p> <p>Expertise in subject area in one or more of the following areas Business and Management / Finance / IT</p> <p>Dissertation mentoring experience preferred but not essential</p> <p>Experience of face to face and digital delivery in delivering staff training</p>
Your Qualifications	<p>Master's Degree or equivalent is essential, preferably in a subject area to be taught.</p> <p>Relevant teaching qualification HEA or demonstrate teaching experience with a commitment to achieving the required Professional Standards for teaching.</p>
Your Knowledge	<p>Knowledge of a variety of digital platforms and systems</p> <p>Knowledge of subject and topic areas within the faculty at level sufficient to deliver at level required</p> <p>Knowledge of how to plan , organise and deliver training</p> <p>Knowledge of key communication required internally and externally</p> <p>Knowledge of Learning and Teaching pedagogy</p> <p>Knowledge of quality assurance expectations internally and externally</p>
What you'll bring to QA	<p>A positive attitude towards supporting the staff and student journey and their needs</p> <p>Confidence and high levels of self-motivation</p> <p>A willingness to work in a team</p> <p>A willingness to be self-critical and reflect</p> <p>Willingness to undertake a DBS check prior to formal start date</p>



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