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**Professional Services**

**Department for Curriculum and Quality Enhancement**

**Senior Lecturer in Digital Learning and Innovation**

**ZZ003175**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part time

Fixed term

Salary is in the range £23,765 - £29,206 (39,609 - £48,677 x 0.6 fte) per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. If you work less than 1 fte your annual leave entitlement will be calculated on a pro-rata basis.

In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Lecturer in Digital Learning and Innovation |
| **Grade:** | 8 |
| **Faculty/Centre:** | Professional Services |
| **Department/Service:**  **Location:** | DCQE  Mercantile House |
| **Position Reference No:** | ZZ003175 |
| **Cost Centre:** | 46501 |
| **Responsible to:** | Head of Technology Enhanced Learning |
| **Responsible for:** | n/a |
| **Effective date of job description:** | June 2019 |

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| **Context of Job:** |
| The University of Portsmouth is well known for its high-quality teaching, having been awarded Gold in the Teaching Excellence Framework. The University prides itself on supporting its academic staff to become effective and inspirational educators. This role is an exciting opportunity to lead on a range of digital education projects and initiatives at an institutional level. As an expert in digital education, with a proven track record in educational development in relation to technology enhanced learning, you will work closely with a team of educational technologists to support the implementation of new digital tools and improve the use of the existing provision. Project management expertise is essential.  A further component of the post will be developing a framework for CMALT accreditation. You will focus on enhancement initiatives across the five faculties, and take a hands-on approach to advising academic colleagues and course teams on best practice with technology, consulting on a range of learning and teaching activities including curriculum development and the piloting of new digital tools. |

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| **Purpose of Job:** |
| * Coordinate projects alongside a team of educational technologists on a variety of digital education initiatives at the institutional level * Develop a framework for CMALT accreditation for those engaged in TEL-related activities * Take responsibility for specific agreed initiatives related to progressing the Education Strategy with relation the digital provision * Engage in a programme of research and scholarly activity relevant to the role including seeking external research funding and the publication of academic papers * Build on initiatives aimed at evaluating and improving digital capabilities in both staff and students |

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| **Key Responsibilities:** |
| 1. Functional management  * Lead, model and facilitate UoP academic practice approaches at the University level, i.e. scholarship, enquiry, reflection and dissemination, with a particular focus on the development, deployment and evaluation of educational technologies and their institutional applications * Ensure the provision of suitable and relevant pedagogically focused advice and guidance on the practicalities, accessibility, sustainability and educational benefits of learning technologies * Lead the development, delivery and review of digital education technologies at UoP * Lead the development, delivery and review of support for digital literacy (staff and students) at UoP  1. People management  * There are no line management responsibilities as part of this role but the post holder will coordinate a team of educational technologists  1. Project management  * Lead and manage the TEL-related aspects of key University projects during development, implementation and evaluation phases, using a matrix approach to coordinate and lead colleagues from across the university * Contribute to service and University projects to develop new ways of achieving improvements in academic and/or service provision  1. Communications  * Promote the University to internal and external audiences, consulting stakeholders on service improvement, and negotiating with partners to enhance service delivery * Ensure that appropriate and timely communications and consultations about TEL activities are undertaken with all areas of the University  1. Corporate governance  * Ensure that the functional areas within responsibility comply with legal requirements, and with University decisions and procedures, including risk assessment, equality policies, health and safety requirements and sustainability  1. Partnership working  * Develop and maintain collaborative working relationships with external stakeholders and external partner organisations and businesses to promote the work of the University, and secure support for its aims and objectives * Work in partnership with students in the development and delivery of all aspects of provision |

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| **Working Relationships:** |
| 1. Head of TEL  2. Head of Academic Development  3. Interim Director of DCQE  4. TEL team members, in particular the senior team  5. Faculty-based online course developers  6. Staff in the Academic Development section of DCQE  7. Academic teaching staff who use technology in their teaching  8. DSAA staff in relation to data flows between teaching systems  9. Student digichamps |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Substantial experience of working within a higher education institution | E | AF, S |
|  | A comprehensive and current knowledge of technologies used in learning and teaching in University settings, their underlying systems and capabilities, and their integration with other institutional platforms and systems | E | AF, S |
|  | A comprehensive knowledge of current teaching, learning, assessment and quality assurance approaches and processes in UK higher education | E | AF, S |
|  | Significant experience of providing advice and guidance and delivering an end-user-focused service | E | AF, S |
|  | Proven ability to lead, manage, motivate and develop cross-institutional teams to embrace new ideas and ways of working | E | AF, S |
|  | Excellent project management skills and the ability to use innovation and creativity to solve complex problems | E | AF, S |
|  | Evidence of engaging in scholarly activities and using enquiry-based and evaluation techniques to enhance practice | E | AF, S |
|  | Evidence of high-level negotiating, influencing and relationship-building skills and a successful record in fostering strong collaborative working relationships with external partner organisations and businesses at a senior level | E | AF, S |
|  | Excellent communication, analytical and problem-solving skills, including experience of working with data an | E | AF, S |
|  | Evidence of high-level negotiating, influencing and relationship-building skills and a successful record in fostering strong collaborative working relationships with external partner organisations and businesses at a senior level | E | AF, S |
|  | An understanding of how relevant legislation applies to digital education and technologies | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills through a range of media | E | AF, S |
|  | Excellent IT and statistical skills including data manipulation | E | AF, S |
|  | Excellent documentation and report writing skills | E | AF, S |
|  | Excellent presentational skills | E | AF, S |
|  | Excellent interpersonal skills | E | AF, S |
|  | Ability to demonstrate initiative and flexibility | E | AF, S |
|  | Able to prioritise and work well under pressure | E | AF, S |
|  | Able to analyse and evaluate complex data and information | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Good first degree | E | AF, S |
|  | Fellowship of the HEA | E | AF, S |
|  | Relevant postgraduate qualification | D | AF, S |
|  | Have or be working towards a doctorate | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Able to evidence sustained and scholarly activity | E | AF, S |
|  | Able to work set and work independently and collaboratively towards agreed goals | E | AF, S |
|  | Able to work collegiately as a member of a team | E | AF, S |
|  | Able to respect, value and work with a range of different opinions and approaches | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Stephen Webb |
| **Date** | June 2019 |
| **Extension number** | 5865 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.