



**Faculty of Business and Law**

**Faculty Office**

**Blended and Online Development Lead**

**ZZ003385**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Full-time**

**Fixed-term (19 months)**

Salary is in the range £38,833 to £47,722 per annum. 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. 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. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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 mustbeyour 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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Blended and Online Development Lead  |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:****Location:** | Faculty Office Richmond Building |
| **Position Reference No:** | ZZ003385 |
| **Grade** | 8 |
| **Cost Centre:** | 40000 |
| **Responsible to:** | Associate Dean (Students) / Associate Dean (Academic) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | January 2018 |

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| **Purpose of Job:** |
| The post-holder will provide pedagogic expertise and project co-ordination to enhance and develop quality resources and materials for the delivery of online and blended courses/units to students both on campus and at a distance. The post-holder will work closely with Academic Faculty to operationalise online and Distance Learning provision. |

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| **Key Responsibilities:** |
| * To undertake a systematic review of the portfolio with a view to identifying opportunities for blended and online development.
* To support the outcomes of the ongoing portfolio review within the Faculty. The production of quality and innovative online artefacts to support DL and flexible learning.
* Advising upon, and making improvements to existing DL provision, working closely with Academic Faculty.
* The development of flexible and remote modules to enhance existing courses and enable the development of new Trans National Education (TNE) initiatives.
* To liaise, and work with, Department for Curriculum and Quality Enhancement (DCQE), Information Services (IS) and other relevant central services as required having regard to QAA (quality) compliance, Technology Enhanced Learning expertise.
* Liaison and close working with the Faculty’s Technical Services Manager and his team to ensure that pedagogic concepts can be successfully embedded in the appropriate media.
* Linking with AD (A) and Accreditation Manager to ensure that pedagogic artefacts are provided to assist the development of international collaboration and that these meet accreditation requirements for students on franchised/TNE degrees taught off-campus.
* To provide dedicated assistance to existing programmes to ensure they retain a competitive edge.
* To support the Faculty in meeting its strategic targets for the expansion of DL programmes, overseas collaborations and PG flexible course provision through the development of units for online delivery. To undertake work in relation to Continuing Professional Development (CPD) as required.
* Working with Heads of Subject Groups, Heads of UG and PG Programmes and other stakeholders to identify priorities.
* Liaison with Director of Business Development, the Faculty Business Services Research Office (BSRO), the Faculty Web Communications Officer and other key staff.
* To commission content from relevant academics advising on presentation and style as necessary.
* Any other duties as required by the AD(S)/ AD(A) or Faculty Manager.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group HeadsAcademic StaffHeads of UG and PGT ProgrammesTechnical Services ManagerAssociate Dean (A)DCQEExternal organisations as necessaryDirector of Business Development |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of creating artefacts for conventional teaching and online learning | E | AFS |
|  | Knowledge of principal technical platforms for pedagogic delivery – their uses and limitations | E | AFS |
|  | Experience of working in an organisation on Massive Open Online Courses (MOOCS) or large scale online course production | D | AFS |
|  | Experience of video or related media production for pedagogic purposes | D | AFS |
| **2.** | **Skills & Abilities** |  |  |
|  | Demonstrates ability in pedagogic innovation | E | AFS |
|  | Ability to lead a variety of professionals to achieve a collaborative outcome | E | AFS |
|  | Ability to identify potential areas for improvement and future development in existing online provision | E | AFS |
|  | Ability to prioritise work and manage the delivery of projects | E | AFS |
|  | Good communication skills and ability to translate ideas into an understandable blueprint for technical development | E | AFS |
| **3.**  | **Education/Training** |  |  |
|  | Masters in relevant area | E | AFS |
|  | HEA Fellowship or working towards | E | AFS |
| **4.** | **Other requirements** |  |  |
|  | Professional attitude to flexible working | E | AFS |
|  | Commitment to achievement of Faculty strategic objectives and vision  | E | AFS |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = 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%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Zoe Dann |
| **Date** | 12/7/16 |
| **Extension number** | 4827 |

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.