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**Faculty of Science and Health**

**Faculty Office**

**Learning Designer**

**ZZ007367**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £36,382 - £39,739 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

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.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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:** | Learning Designer |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Science and Health |
| **Department/Service:**  **Location:** | Faculty Office  St Michael’s Building |
| **Position Reference No:** | ZZ007367 |
| **Cost Centre:** | 44050 |
| **Responsible to:** | Associate Dean (Students) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2021 |

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| **Purpose of Job:** |
| To enable course teams and individual members of staff across all disciplines to (re)design and deliver their courses and modules for different modes of study, including Blended and Connected Learning and Online Learning.  The University of Portsmouth is committed to sustaining and supporting curriculum (re)design for its portfolio for Blended and Connected Learning as well as online study. The post holder will support the relevant academic course and module teams from conceptualisation, design, institutional approval, all the way to teaching practice in line with Blended and Connected principles and evaluation.  The post holder will support staff in achieving teaching excellence through, for example, the facilitation of workshops in collaboration with the Head of Academic Development and other key stakeholders. |

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| **Key Responsibilities:** |
| 1. To facilitate targeted, high-impact interventions for staff, including appropriate and institutionally agreed Learning Design workshops to design or re-design effective, flexible, interactive and student-centred modules and courses, in line with the principles of Blended and Connected Learning. 2. To collaborate with academic and support staff, students and other stakeholders, such as employers, in order to implement the University’s Learning and Teaching and Digital Success Plans. 3. To lead on the application of appropriate, context-sensitive pedagogic design to develop innovative, engaging and successful courses and modules. 4. To conduct research into the impact of course and module (re)design and associated teaching practice on student learning in different modes of study. 5. To disseminate and transfer understanding of research and practice into schools and faculties across the institution and externally. 6. To represent the [unit] within and outside the University. 7. To bid for research funds, undertake and publish research into designing for effective learning and pedagogic change processes in HE. 8. To undertake other teaching, training, research and administrative activities commensurate with this grade as required.  * The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Dean of Digital and Distributed Learning and the Dean of Learning and Teaching. * The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues. * The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder. |

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| **Working Relationships:** |
| Dean of Digital and Distributed Learning  Dean of Learning and Teaching  Executive Dean  Head of Academic Development  Associate Dean Academic  Associate Dean Students  Faculty Manager  Heads of School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Learning, teaching and support experience at different levels, including design and delivery of CPD and staff development | E | AF, S |
|  | Successful record of supporting collaborative programmes and module design and teaching practice for blended learning and online learning. | E | AF, S |
|  | A solid understanding and practical experience of facilitating established team-based learning design workshops, such as Carpe Diem, ABC and others, face to face and online. | E | AF, S |
|  | Well-evidenced knowledge and understanding of the design of assessment processes in HE | E | S |
|  | An excellent, evidence-based track record of using appropriate learning technologies in learning and teaching and their application in blended and connected learning, as well as in online learning settings. | E | S |
|  | Experience of working in multi-professional and interdisciplinary teams to design and develop online and blended learning courses. | E | AF, S |
|  | Experience of teaching online with Moodle or similar virtual learning environments. | E | AF, S |
|  | Demonstration of understanding of current thinking and developments in and professional recognition of learning and teaching practice (UKPSF). | E | AF, S |
|  | Evidence of contributing to established networks in the area of Learning and Teaching, both nationally and internationally. | D | AF, S |
|  | Experience of ability to communicate and liaise effectively both internally and externally – verbally and in writing, face-to-face and online. | E | S |
|  | Own experience as an online learner. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent digital capability skills. | E | AF, S |
|  | High level of skill in presenting complex ideas about blended learning and pedagogic innovation to diverse audiences. | E | AF, S |
|  | Excellent administration and organising skills. | E | AF, S |
|  | Strong project management skills. | D | AF, S |
|  | Evidence of current and relevant research activity in the fields of designing for learning, learning innovation or learning technology. | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First degree or equivalent. | E | AF |
|  | Higher degree (e.g. a Master’s) in a relevant subject. | E | AF |
|  | A teaching qualification, such as a PGCE or PGCertHE | D | AF |
|  | Professional recognition of teaching in HE at Fellowship level (D2) or above. | E | AF |
|  | Doctorate in a relevant discipline | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Excellent interpersonal and team working skills. | E | S |
|  | Good knowledge of systems and processes in UK HE. | D | AF, S |
|  | Good communication, negotiation and persuasion skills. | E | S |
|  | A commitment to the delivery of a quality student experience. | E | AF, S |
|  | Ability to work independently, to successfully manage multiple priorities and to meet tight deadlines. | E | AF, S |
|  | Ability to adapt to organisational change. | E | AF, S |
|  | Ability to adapt to technological advances in the workplace. | 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **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, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. 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.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | KIRSTEN FARRELL-SAVAGE |
| **Date** | 21/12/2021 |
| **Extension number** | 3540 |

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.