



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lead Instructional Designer, Digital Education Service



Salary: Grade 6 (£27,511 - £32,817 p.a.)

Reference: CSDLS1065

12 Fixed Term Contract roles for up to 12 months, contract extensions may be available subject to further funding

Lead Instructional Designer Digital Education Service

Do you have proven experience in digital content management and excellent communication and organisational skills? Do you want to work in a fast-paced team which is constantly learning and growing?

We are looking for a digitally focussed professional to support the development and maintenance of online courses on external and internal platforms.

You will work on high profile cross-university projects to support the development of high quality, professional and innovative learning content for online courses on external platforms including FutureLearn and the University's Virtual Learning Environment (VLE).

You will work closely with colleagues, subject matter experts from within the University, and external clients. You will have a positive, proactive and flexible approach to your work, with the ability to work alone as well as part of a team as well as strong communication and organisational skills.

What does the role entail?

As a Lead Instructional Designer your main duties will include:

- Working with the Course Design Manager and subject matter experts to develop high-quality online learning content, applying instructional design principles and pedagogical good practice to the review and editorial development of subject matter content;
- Ensuring all learning content developed adheres to the editorial style, design and quality specifications that have been defined, and complies with relevant University and Digital Education Service (DES) policies, such as those defining accessibility, copyright and Intellectual Property standards;
- Supporting the Course Design Manager in the creation and execution of development plans and schedules for assigned projects, ensuring that key project milestones are met and identifying, resolving or escalating issues as appropriate;
- Supporting the DES production team in the creation of audio-visual materials and interactive learning objects by contributing to the development of briefs for



video and digital assets, preparing content for handover to production, and reviewing and providing feedback on production outputs;

- Building and / or uploading content to online learning platforms, ensuring all content is presented accurately, logically, and in compliance with agreed templates, specifications and standards for that project;
- Ensuring the quality assurance of online courses by undertaking the editorial and technical review and testing of courses prior to sign-off and delivery;
- Maintaining project documentation during the project lifecycle, attending and contributing to key project meetings, and providing regular updates and reports to the Course Design Manager.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Lead Instructional Designer you will have:

- Proven content and editorial skills, ideally in the development of online educational materials;
- A good understanding of online pedagogy and experience of applying instructional design principles to the editorial development of educational content;
- Experience of using Virtual Learning Environments or equivalent learning / content management systems to create, manage and deliver online content;
- Excellent communication and interpersonal skills, with the ability to liaise professionally and confidently with academic subject matter experts and other internal and external stakeholders;
- Effective organisation and project management skills, including the ability to prioritise effectively and manage multiple projects / tasks and deadlines simultaneously without compromising accuracy;
- The ability to think creatively and work effectively with learning technologists, video producers and other digital production staff to develop engaging educational materials;
- The ability to systematically review and test online learning materials, identify and investigate content and technical issues, and to resolve or escalate as appropriate;



- Strong problem-solving and decision-making skills, with the ability to proactively identify and address problems quickly and independently.

You may also have:

- Experience of designing courses for an online environment;
- Experience of blended and distance learning in higher education;
- Experience of using rapid e-learning authoring tools (e.g. Articulate Storyline, Adapt, Adobe Captivate) to create online educational materials.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Richard Nelson, Digital Education Manager

Tel: +44 (0)113 343 0459

Email: R.Nelson1@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

