CANDIDATE BRIEF

Head of Online Learning, Digital Education Service

Salary: Grade 9 (£51,034 – £59,135 p.a.)

Reference: CSDLS1071

Head of Online Learning
Digital Education Service

Are you a pro-active and influential professional with significant senior level experience of designing and developing innovative online learning solutions? Can you lead and collaborate effectively with others to deliver exceptional digital education services? Would you like to join an award-winning service that is at the forefront of delivering high quality and innovative digital education provision within the Higher Education sector?

Reporting to the Head of Digital Education Service, you will be responsible for the development and delivery of the Service's strategy relating to the design and development of online courses, modules and programmes on a range of internal and external platforms for students from the university and learners globally. You will be responsible for staff and student relationship management with respect to all institutional online learning projects, working closely with Faculty Pro Deans and senior stakeholders within University Services, managing the project pipeline and prioritising activity. You will work closely with other members of the Service Executive Team to ensure the Digital Education Service delivers on the University's strategic aims and objectives, and continues to keep Leeds at the forefront of Digital Education in the sector.

As Head of Online Learning, you will lead and manage a team responsible for designing and developing blended, hybrid and online distance learning provision for a diverse range of students and learners, including corporate clients. In this role you will also effectively lead the teams that underpin the delivery of these services; design, development, production and learning technologies, a team of over 35 online learning professionals.

You will have significant senior-level experience of developing and leading strategies for the design and development of high quality online learning pedagogy and innovation combined with extensive experience of creating online courses in complex technological or academic environments. You will have exceptional leadership skills and will bring innovation and sector leading ambition to an award winning team of online learning professionals. You will have the ability to influence strategic priorities and successfully shape and align the direction of online learning through strength of

leadership and partnership working across the Service and with wider University stakeholders.

If you thrive on working in a complex environment this is an exciting opportunity for you to make a real difference in a world-class organisation.

What does the role entail?

As Head of Online Learning your main duties will include:

- Developing and delivering a vision and strategy for online learning provision, which aligns to University strategies and ensures that the Digital Education Service continues to be recognised as sector leading;
- Overall responsibility for the leadership and development of the Service's online learning development activities, from the business and user (staff and student) perspective, working in partnership with Faculties and University Services;
- Leadership and line management of a team of Digital Education Managers specialising in the design, development, production and creative elements of online learning process. Demonstrating exceptional people leadership, building and inspiring effective teams by directing and influencing outputs;
- Overall responsibility for the development and prioritisation of a complex portfolio of online learning projects and initiatives, for a diverse range of customers both internal and external to the University;
- Leading and successfully delivering large scale and complex institutional online learning projects;
- Responsibility for ensuring that achievable and financially viable resource allocation models are defined for all projects and that they are delivered on budget, within defined timelines and in line with defined quality standards;
- Developing and maintaining effective working relationships and networks with senior stakeholders and partners both internal and external to the University e.g. academic leaders, other professional services an external organisations;
- Horizon-scanning within the UK and internationally, ensuring the Service remains at the forefront of innovative digital education developments;
- Collaborating with University colleagues and representing the Digital Education Service at relevant University committees and groups to ensure effective delivery of Digital Education Services;

- Identifying, managing or escalating any Service or project risks relevant to the defined activity for this role.
- Developing appropriate processes and governance for the development of online learning, aligned to the University's strategic priorities and aspirations, processes and procedures;
- Influencing and negotiating decisions made at Executive Team level to ensure that Digital Education Service plans, projects and services proactively meet the University strategic objectives;
- As a member of the Digital Education Service Executive Team, having oversight of the Digital Education Service Senior Management Team to articulate and influence the formulation of strategic plans and ensure successful delivery of associated strategic outcomes.

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 Head of Online Learning you will have:
- Significant senior-level experience of leading and developing strategies for the design and development of high quality online learning pedagogy and innovation, including extensive experience of creating online courses in complex technological or academic environments;
- A successful track record in delivering strategic goals in line with an organisational vision for online learning;
- Experience of leading and managing large teams of digital education professionals with the ability to engage, motivate and develop staff to deliver sector leading digital education and contribute towards transformational learning opportunities;
- Significant experience of working effectively with a diverse range of senior stakeholders, internal and external to the organisation combined with a proven ability to work collaboratively with them to define innovative approaches to requirements, negotiating solutions, whilst supporting internal prioritisation considerations;
- A practical and strategic understanding of the value of online education to support blended learning, work-placed learning and online distance learning in

relation to all aspects of the student lifecycle including curriculum design, delivery and assessment;

- Proven ability to work collaboratively as part of a senior team to define and implement effective communication channels, implement change management initiatives and support the wellbeing of all staff;
- A strong solutions focus, with a proactive and innovative approach utilising critical thinking, with the expertise and confidence to challenge accepted practices and promote this approach in others;
- Highly effective communication, negotiation, influencing and decision-making skills, including the ability to quickly establish rapport and present complex ideas to both technical and non-technical audiences.

You may also have:
- A track record of successful innovation and curriculum development at course, module or programme level;
- Experience of working in the Higher Education sector.

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:

Carol Elston, Head of Digital Education Service
Email: c.a.elston@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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.