UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of Digital Education Systems, Digital Education Service

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

Reference: CSDLS1072

Head of Digital Education Systems
Digital Education Service

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

Reporting to the Head of the Digital Education Service, you will be responsible for the development and delivery of the University's digital education systems strategy. You will be responsible for business and user (i.e. staff and student) relationship management in relation to all institutional digital education systems, working closely with other professional services and suppliers/external partners in relation to technical needs. You will bring sector leading ambition and excellence through cutting-edge technologies and innovative solutions. You will work closely with other members of the Service's 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 Higher Education sector.

You will lead and manage a team with responsibility for the delivery of a large number of existing institutional digital education systems and development of these through continuous improvement. You will also be responsible for leading and managing project teams who are implementing new digital education systems. You will lead the design, tendering process and implementation of new institutional digital education systems, in collaboration with other professional services and the academic and student community.

You will have significant experience of developing, delivering and managing large-scale and innovative digital education systems and solutions at a senior level. You will have excellent leadership skills with ability to motivate and inspire others to achieve service goals. You will have the ability to influence strategic priorities and successfully shape and align the direction of digital education systems delivery 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 Digital Education Systems, your main duties will include:

- Leading the development and delivery of a sector-leading vision and strategy for digital education systems provision, which aligns to University strategies;
- Overall responsibility for the development and delivery of the University's Digital Education Systems activity from the business and user (staff and student) perspective, working in close partnership with IT Service and vendors (from a technical perspective), ensuring alignment with University strategies and business/user needs;
- Responsibility for the delivery of a large and complex portfolio of projects and initiatives, working with a diverse range of customers and suppliers both internal and external to the University;
- Accountability for business and service ownership of digital education systems, (within defined roles and responsibilities), ensuring that any new systems provision is aligned to the University's strategy and business functional requirements;
- Leadership and line management of a team of Digital Education Systems Managers specialising in managing business as usual activity and programme management. Demonstrating exceptional people leadership, building and inspiring effective teams by directing and influencing outputs;
- Accountability for defining and implementing processes and procedures to ensure the digital education systems roadmap is delivered on time and on budget;
- Developing and maintaining mutually-beneficial working relationships and networks with senior stakeholders and partners both internal and external to the University e.g. academic leaders, other professional services and external organisations/suppliers;
- Responsibility for the preparation and submission of business cases either to secure new institutional digital education systems or to upgrade/ replace existing systems ensuring effective communication and negotiation with key stakeholders and vendors;

- Collaborating with University colleagues and representing the Digital Education Service at relevant University committees and groups to ensure effective delivery of digital education systems;
- Horizon scanning within the UK and internationally, ensuring the Service remains at the forefront of innovative digital education systems developments;
- Ensuring that digital education systems are aligned to the Student Education polces, priorities and aspirations, and University objectives, processes and procedures;
- Identifying and managing any Service or project risks, escalating as required.
- 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, 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 Digital Education Systems, you will have:
- Significant experience of leading and delivering successful strategies for digital education systems provision, which aligns to an organisation's strategies;
- Significant experience of developing, delivering and managing large-scale and innovative digital education systems and solutions at a senior level and within a large and complex organisation;
- A demonstrable track record of leading large scale and complex project implementations to time and budget;
- Experience of leading and managing a large team of staff with an ability to engage, motivate and develop staff to deliver a high quality service in line with service and organisational strategic objectives;
- Experience of producing and submitting business cases for large-scale and high-value digital education systems;

- 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;
- Experience of working effectively with a diverse range of senior stakeholders internal and external to the organisation;
- 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;
- Excellent problem-solving and analytical capability, with a strong attention to detail and the ability to handle complex financial, performance, strategic, organisation data and information;
- Experience of working 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;
- 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:
- Experience of working in the Higher Education sector;
- Experience of leading tendering processes for large-scale digital education systems.

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.