



Online Distance Learning Centre

Head of Online Distance Learning Student Education

Full time, on-going, Academic-Related (Professional & Managerial) role

This post is open to University of Leeds employees only

Working with the Director of Digital Learning and a range of Schools and Faculties, you will play a major strategic and coordinating role in developing, promoting and delivering the Centre's learning and teaching strategy and objectives, overseeing the development and quality enhancement of the Centre's portfolio of Online Distance Learning programmes, supporting the Centre's recruitment and educational engagement strategies, promoting an inclusive approach to student education and enhancing the student academic experience. You will chair relevant Committees and represent the Centre on the Cross-Institutional Taught Student Education Committee and Programme Approval Groups. Programme Leaders will report to you in relation to the management of programmes. You will collaborate with, or take on the role of, the Centre's Admissions Lead, Assessment Lead and Academic Integrity Officer and other key academic leadership roles within the Centre to ensure the effective delivery of the Centre's taught education.

You will work closely with the Director of Digital Learning and relevant Pro Deans for Student Education on quality assurance, standards and the enhancement of the Centre's student education, and will be supported in the role by the Centre Student Education Service Manager and other professional services.

This is an exciting and challenging opportunity to help develop the profile and reputation of the University of Leeds online distance learning portfolio and contribute to its future development.

University Grade 8 (£38,896 - £46,414 p.a.)

Informal enquiries may be made to Neil Morris, tel +44 (0)113 343 8819, email n.p.morris@leeds.ac.uk

Ref: CSODL1003

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Director of Digital Learning

Reports to: Director of Digital Learning

Main duties and responsibilities:

Leadership and Management

- Be a member of the ODL Centre Management Team, assisting with the general management of the Centre and contributing to academic leadership.
- Develop new strategies and processes for delivery of ODL Programmes in collaboration with the Centre Education Service Manager, academic Schools and Faculties.
- Take a leading role in encouraging a culture in which achievements in student education are recognised and rewarded, including promoting initial and continuing professional development in teaching for all staff with teaching responsibilities, and leading initiatives to identify, mentor and develop future leaders in teaching.
- Demonstrate a commitment to high quality teaching and learning by serving as a role model; by leading staff development initiatives within the Centre, the University and beyond; and by pursuing professional development opportunities appropriate to the role.
- Operationally manage the work of School and Faculty based ODL Programme Leaders.
- Take on key academic leadership roles, including Admissions Lead, Assessment Lead and Academic Integrity Officer for the ODL Centre, as appropriate.
- Liaise with external partners to ensure the quality of the Centre's programmes, and the quality of the student experience.

Student Education strategy and portfolio development

- Be responsible, with the support of Centre and Faculty-based staff, for the development of learning and teaching strategy, policies, quality enhancement and management within the Centre.
- Work with the Director of Digital Learning to contribute to institutional activities associated with ODL, such as leading and participating in University groups and initiatives, involvement in Faculty-based and University reviews, membership of relevant Faculty and University committees and associated activities.
- Ensure that the Centre's portfolio of programmes remains strategically and academically strong, reflecting integration with the relevant School's research activity and the principles of the Leeds Curriculum; promoting curriculum change, academic coherence and development; identifying and evaluating opportunities for new programmes of study (including interdisciplinary programmes and collaborative activity); and identifying and promoting external and internal funding opportunities for curriculum development.

Quality Assurance and enhancement of the student experience

- Be responsible for the quality assurance of the Centre's programmes, as well as the student academic experience, working with Directors of Student Education as appropriate, through coordination of appropriate responses to external reports, student feedback, and student education key performance indicators.
- Support the enhancement of student education and the student academic experience through the promotion of relevant Faculty, University and national initiatives.
- Work with external partners to ensure students' pastoral support and progression is of high quality, and that there is constant liaison between parties.

Development

- It is expected that you will undertake development opportunities available at University level and beyond as appropriate.
- You will seek regular feedback on your performance to enable your continuous professional development and personal effectiveness in the role and will support the development of others.

University Values

All staff are expected to operate in line with the university's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- Either a first degree and a doctorate or relevant discipline or equivalent research and experience
- A breadth and depth of academic expertise in digital learning
- Evidence of established reputation in the development and delivery of high quality student education
- Experience of designing and delivering Online Distance Learning programmes
- Strategic vision and ability to innovate
- Understanding of and ability to work with institutional complexity and disciplinary differences
- Evidence of having a lead role within the wider academic/professional community
- Significant teaching experience, including reviewing and developing the curriculum, developing and managing modules and programmes
- Experience of providing support and guidance to students
- Evidence of understanding the principles of research-led teaching and a track record of integrating research with learning and teaching to deliver an excellent student experience, and an ability to lead the development of a portfolio of modules
- Evidence of involvement in reviewing and developing the student experience strategy and policy/practice at school/departmental level
- Excellent leadership and management skills, including management experience at a senior level
- Demonstrate ability to work across subject areas, linking appropriately with other disciplines
- A high level of interpersonal and communication skills, including writing skills and the ability to communicate effectively to an academic audience and other stakeholders as appropriate
- A capacity to enthuse others and ability to work in, as well as lead, teams
- An ability to work effectively, responsibly and independently and to work under pressure
- Good organisational skills, including the ability to manage time effectively and prioritise tasks
- Demonstrate an understanding of the diverse nature of the University community and ability to work with staff, students and visitors (as appropriate) from a wide range of backgrounds, upholding the University value of inclusiveness

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Criminal Record Checks

This post is covered by the Rehabilitation of Offenders Act 1974 and as such, applicants who have 'unspent' convictions, cautions, reprimands and warnings, including any pending criminal proceedings, must declare this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University's Data Protection policy, available at http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Any offer of appointment will be in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records

Disabled Applicants

The post is located in the Online Distance Learning Centre. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.