CANDIDATE BRIEF
Online Learning Specialist and Teaching Fellow
Faculty of Arts, Humanities and Cultures

Salary: Grade 7 (£32,004–£38,183 p.a.)
Reference: AHCIE1001
Closing Date: 2 January 2017
Online Learning Specialist and Teaching Fellow

Inter-Disciplinary Ethics Applied Centre for Excellence in Teaching and Learning (IDEA CETL)
Faculty of Arts, Humanities and Cultures

Do you have a strong grounding in ethics? Are you a skilled practitioner in technology enhanced learning? Do you want to foster the development of ethical reasoning skills, both inside and outside academia, working both within the University and at the interface between higher education and the professional world?

The Inter-Disciplinary Ethics Applied Centre for Excellence in Teaching and Learning (IDEA CETL) offers this exciting role delivering its online MA programmes (in Biomedical and Healthcare Ethics and in Applied and Professional Ethics) and blended learning in engineering ethics in China; and developing and supporting online learning for the CETL’s external training and consultancy projects. As part of the role, you may have the opportunity to engage in some applied ethics teaching.

We are looking for an experienced and knowledgeable user of technology to enhance learning, who will also have a leading role in the design and delivery of applied and professional ethics teaching materials. You will be expected to make a significant contribution to the translation of an in-depth understanding of ethics into applied and professional practice.

What does the role entail?

As an Online Learning Specialist and Teaching Fellow your main duties will include

- Organising the development of teaching materials to be delivered as online learning objects;
- Technical development of online learning objects using HTML and associated web development capabilities;
- Converting existing teaching resources into a format suitable for online distance learning;
- Where appropriate, creating supporting tutor notes and guidance for use of online resources by tutors;
- Using knowledge of ethics and e-learning skills to deploy the University’s Virtual Learning Environment (VLE) to ensure that students and external clients have the highest quality learning experience;
• Working with the team on design, development, delivery, and marketing of new online learning objects, and ensuring the best use of learning technology to achieve learning objectives;

• Preparing and teaching seminars and lectures in inter-disciplinary ethics across the University;

• Setting and marking assignments and preparing exams;

• Providing students with feedback and advice, acting as a personal tutor, and offering weekly office hours;

• Managing evaluation of student education and responding to feedback appropriately to enhance teaching quality;

• Keeping up to date with scholarship in inter-disciplinary and applied ethics (to support high-quality research-led teaching), appropriate scholarship in e-learning pedagogy and developments in learning technology and, where appropriate, applying developments to enhance student education.

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 an Online Learning Specialist and Teaching Fellow you will have:

• A good honours degree (2:1 or above), or masters degree in Philosophy, and/or doctoral level qualification in ethics/practical philosophy or comparable expertise in related subjects;

• Excellent web-design and e-learning production skills, including experience of designing and developing online learning materials in a variety of formats;

• Excellent general IT skills, including use of Microsoft Office, experience of working with a Virtual Learning Environment (VLE) or Learning Management System (LMS) (preferably Blackboard);

• Excellent written and oral communication skills, including the ability to make presentations and summarise the nature and value of technological developments for a non-specialist audience;

• Experience of developing marketing and dissemination strategies, and in particular web-based marketing and publicity;

• Excellent planning, organisational and time management skills, with the ability to meet tight deadlines and work effectively under pressure;
- A proven ability to work well both individually and as part of a team;
- A strong commitment to professional development with a willingness to learn from others.

You may also have:

- Experience of working in higher education, ideally with distance learning students;
- Experience of teaching ethics or philosophy;
- Experience of multimedia production.

**How to apply**

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

**Contact information**

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

**Professor Chris Megone, Director of the IDEA CETL**
Tel: +44 (0)113 343 37888
Email: c.b.megone@leeds.ac.uk

**Kathryn Blythe, Manager of the IDEA CETL**
Tel: +44 (0)113 343 37796
Email: k.blythe@leeds.ac.uk
Additional information

Find out more about the Inter-Disciplinary Ethics Applied Centre for Excellence in Teaching and Learning.

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds information.

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

Criminal record information

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 accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information.