JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Massive Open Online Course (MOOC) and Open Education Resources (OER) Coordinator

DIVISION / DEPT: Division of Education / Registry

TYPE: Full-time (12-month contract initially)

GRADE: PSP 5

RESPONSIBLE TO: Head of Technology Enhanced Learning (TEL)

RESPONSIBLE FOR: Coordination of School MOOC provision and OER initiatives

GENERAL INFORMATION

About the School

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. The School’s multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Research income has grown to more than £110 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. The School’s multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master’s and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. The School is ranked 25th for medicine in the 2017 QS World University Rankings. The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic.

The School is a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.
Our Values: The School seeks to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

The Division of Education

The Division of Education is led by the Pro-Director (Learning & Teaching) and the Academic Registrar. The Pro-Director (Learning & Teaching) is responsible for leading the strategic development of the School’s education provision and maintaining oversight of its operational delivery. The Academic Registrar works closely with the Pro-Director and provides leadership of the School’s student-facing support services in the Student and Academic Services Department.

The Division manages and supports the School’s education provision (taught programmes and research degrees) by bringing together staff from the School's academic faculties and professional support staff, to maximise the quality of learning and teaching provision and to enhance the student experience. The School comprises three academic faculties that are responsible for developing and delivering the academic programmes: Epidemiology and Population Health (EPH), Infectious and Tropical Diseases (ITD) and Public Health and Policy (PHP).

The Student and Academic Services Department within the Division comprises seven professional support teams as follows:

- Careers
- Distance Learning Office
- Quality and Academic Standards
- Registry
- Student Advice and Counselling
- Teaching Support Office
- Technology-Enhanced Learning

The School presents unrivalled opportunities for postgraduate study of the major disciplines related to public health and tropical medicine and seeks to offer challenge, choice and student-centred learning. In accordance with the School’s mission, the postgraduate teaching programme aims to contribute to an improvement in the health of individuals and populations, and to the advancement of medical and health sciences, both in the UK and internationally. The School is one of the autonomous colleges that form the federal University of London. On successful completion of their studies, students gain a University of London degree.

The School currently offers a range of taught master’s degree programmes (18 face-to-face and 6 distance learning) and 3 research degrees (MPhil, PhD & DrPH), many of which can be studied on a full-time or part-time basis. In addition, a short study programme provides intensive advanced learning through a range of shorter continuing professional development courses. There is increasing emphasis on diversifying the methods of delivery (distance, eLearning) and on allowing students to mix these modes (‘blended’ learning).

Technology-Enhanced Learning (TEL)

The School launched its first free online course on the FutureLearn platform in early 2015. Courses delivered to date have reached approximately 75,000 learners worldwide, spanning topics including the Ebola virus, global blindness, health in humanitarian crises, health of women, children, and adolescents and the Zika virus.
The MOOC and OER Coordinator will continue to play a key role in the School's expanding MOOC offering. This new post lies within the School's newly formed Technology Enhanced Learning (TEL) team which has responsibility for supporting School staff in all elements of an augmented learning experience using digital technologies. This includes use of virtual learning environments, lecture capture, online student response mechanisms, synchronous and asynchronous discussions, social media and the wider promotion of knowledge through open source platforms.

The Technology Enhanced Learning (TEL) team sits within the Division of Education and Registry and directly incorporates the Head of Technology Enhanced Learning (TEL), Learning Technologists and Assistant Dean of Education for Technology Enhanced Learning and Teaching, whilst maintaining close links with members of staff in IT Services and academic departments. Further details, including a full list of TEL staff can be found on our website: [http://www.lshtm.ac.uk/edu/elearning/](http://www.lshtm.ac.uk/edu/elearning/)

### JOB DESCRIPTION

**Job Purpose**

The MOOC and OER Coordinator is responsible to the Head of Technology Enhanced Learning (TEL) for collective coordination of both the School's MOOC and OER provision. In general, this will comprise, organisation of the School's growing portfolio of open online courses through daily liaison with internal academic/technical colleagues and external stakeholders, whilst acting as the focal point for interactions with the respective international MOOC platform provider to ensure projects are delivered to time. The postholder will be an excellent communicator with strong organisational skills who is passionate about their work and the School's mission to improve health and health equity worldwide. They must be flexible in order to work around academic schedules and be able to balance competing priorities, whilst working to strict deadlines.

The postholder will facilitate, support and largely direct, through implementation of School regulations, policies and procedures, the design and creation of new online courses, from the expression of interest stage to live launch on platform. This will entail managing several new course projects at a time, whilst coordinating updates to the existing portfolio of courses. Wherever possible, MOOC related resources will be repurposed onto the School's Open Study Moodle platform for wider dissemination, directed largely by the postholder.

### DUTIES & RESPONSIBILITIES

**1. MULTIPLE PROJECT COORDINATION AND OVERSIGHT**

1.1 Using online tools, coordinate multiple MOOC courses from concept to evaluation, including the scheduling and overseeing of timely updates to material.

1.2 Acting as the focal point for discussions with the School's MOOC platform provider in terms of new course requests, suggested time-frames and quality control.

1.3 Liaising with academic colleagues to schedule milestones for each online MOOC in terms of content creation, filming schedules and respective assessment methods. This will require the management of expectations in terms of what is possible within time frames and budgetary limits.

1.4 Liaising with internal Technology-Enhanced Learning (TEL) colleagues to ensure the content for each online course is uploaded to MOOC and OER platforms in desired manner as required.

1.5 Liaising with internal Multi-media colleagues to produce filmed interviews, screen-captures, audio recordings etc, ensuring work is completed by required deadlines.
1.5 Liaising with external parties for services such as filming and translation for each MOOC, ensuring quality work is undertaken against allotted deadlines.

1.6 Management of competing priorities for multiple online courses, from collaborating parties and within own role to ensure all projects are delivered on time.

1.7 Working with the Head of Technology Enhanced Learning (TEL) to ensure annual MOOC and OER projects remain in budget.

2. TECHNOLOGY ENHANCED LEARNING AND ONLINE PEDAGOGIC FACILITATION

2.1 Operating and facilitating the MOOC platform administrative dashboard for the allocation of all roles within each MOOC project (i.e. author, reviewer etc.)

2.2 Ensuring the material uploaded to the MOOC platform conforms to the strict quality parameters outlined by the School, our MOOC partner and copyright law.

2.3 Providing examples of good practice in terms of online MOOC design for academic teams to model new courses on (i.e. when it is best to use a video, article or group activity etc.)

2.4 Facilitating MOOC trailer filming, video interviews and live online chats required to produce a MOOC project, as required. This may include helping academic colleagues with script production advice based on good practice.

2.5 Working as part of the School OER initiative to establish the Moodle OER platform as a credible access point for high quality, free educational material for the benefit of public service and crises situations.

3. ANALYSIS AND EVALUATION OF MOOC AND OER PROVISION

3.1 Working with the Head of Technology Enhanced Learning (TEL) to report on free and paid MOOC analytics, performance indicators and return on investment metrics for discussion at School committees.

3.2 Working with the Head of Technology Enhanced Learning (TEL) to report on budget spend per MOOC and OER initiative for discussion at School committees.

3.3 Working with the Head of Technology Enhanced Learning (TEL) to disseminate both MOOC and OER work wider at the School. This may include internal workshops, discussions and/or external presentations/ events.

4. ANY OTHER DUTIES

4.1 Participating in training sessions relating to both MOOC and OER initiatives, as required.

4.2 Proactively attending relevant user groups, training events and conferences.

4.3 Providing support at the School's annual Graduation Ceremonies, as and when required.

4.4 Undertaking any other responsibilities or duties as reasonably delegated by the Head of
Technology Enhanced Learning (TEL) or his nominee.

**GENERIC DUTIES AND RESPONSIBILITIES OF ALL LSHTM EMPLOYEES**

This job description reflects the current requirements of the post, but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Academic Registrar or Chief Operating Officer.

The post holder will be responsible and accountable for ensuring all School policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review process.
PERSON SPECIFICATION
This form lists the essential and desirable requirements needed by the postholder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

POST: MOOC and OER Coordinator
DIVISION / DEPT: Division of Education / Registry

Tested by* A = application; I = interview; T = Test

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<tr>
<th>1. QUALIFICATIONS</th>
<th>Essential/ Desirable</th>
<th>Tested by*</th>
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<tr>
<td>1.1 Hold an undergraduate honours degree or equivalent professional experience</td>
<td>Essential</td>
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<tr>
<th>2. EXPERIENCE &amp; KNOWLEDGE</th>
<th>Essential/ Desirable</th>
<th>Tested by*</th>
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<tr>
<td>2.1 High level experience of managing multiple projects against tight deadlines.</td>
<td>Essential</td>
<td>A, I</td>
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<td>2.2 Experience of using strong, clear administrative and organisational techniques in support of work or study projects.</td>
<td>Essential</td>
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<td>2.3 Evidence of working in partnership and building strong links with staff at all levels of an institution.</td>
<td>Essential</td>
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<td>2.4 Basic knowledge of relevant legislation (e.g. UK copyright, intellectual property, Data Protection Act, Equality Act).</td>
<td>Essential</td>
<td>A, I</td>
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<td>2.5 Experience of using digital technologies for course content creation, administration or management.</td>
<td>Essential</td>
<td>A, I</td>
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<td>2.6 An understanding of the School's values, mission and strategy and how these influence its educational provision.</td>
<td>Essential</td>
<td>A, I</td>
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<td>2.7 Knowledge or experience of MOOCs and OERs, in any context.</td>
<td>Desirable</td>
<td>A, I</td>
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<th>3. SKILLS &amp; ABILITIES</th>
<th>Essential/ Desirable</th>
<th>Tested by*</th>
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<tr>
<td>3.1 Effective communication skills, including the ability to motivate those with competing priorities.</td>
<td>Essential</td>
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<td>3.2 Ability to work as part of a team but also independently.</td>
<td>Essential</td>
<td>A, I</td>
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<td>3.3 Ability to prioritise own workload and work flexibly to meet conflicting deadlines, often under pressure.</td>
<td>Essential</td>
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<td>3.4 Proven ability to deliver high level projects requiring large amounts of cross organisation collaboration to prescribed timeframe.</td>
<td>Essential</td>
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<td>3.5 Very strong attention to detail and accuracy skills.</td>
<td>Essential</td>
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3.6 Excellent verbal, written and presentation skills.  
Essential  
A, I,

3.7 Digitally capable with a highly competent skill-set in a wide range of IT applications along with the willingness to learn more.  
Essential  
A, I,

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points