

CENTRE FOR EXCELLENCE IN LEARNING AND TEACHING

Job Title:	Head of Digital Learning
Department:	Centre for Excellence in Learning and Teaching (CELT)
Faculty:	Division of Education
Location:	Keppel Street, London with hybrid working arrangements
FTE:	1
Grade:	PS 7
Accountable to:	Director of Centre for Excellence in Learning and Teaching
Responsible for:	Technology-Enhanced Learning and Multimedia teams
Key working relationships (internal):	Director of Centre for Excellence in Learning and Teaching; Programme Director PGcILT; Academic Professional Development team; Pro-Director Education; Taught Programme Directors, Programme Directors and Module Organisers; IT Services
Job Summary:	<p>This is an exciting time to join LSHTM as we bring our new Vision and Strategy 2022 – 27 to life and our ambition to expand and enhance our education provision. The Head of Digital Learning will play a significant role in driving forward advances in digital learning and innovation in education at LSHTM. The role combines educational technology expertise with a strong understanding of the Higher Education sector and a vision for excellence in digital learning.</p> <p>The Head of Digital Learning sits within the Centre for Excellence in Learning and Teaching (CELT) and leads the Technology-Enhanced Learning and Multimedia services and teams. The post holder will also work closely with the Academic Professional Development team and collaborate with faculty, professional services and students across the School. As a senior leader in CELT, the Head of Digital Learning will contribute to the overall running of the Centre and the delivery of its objectives, working with the Director of CELT to enable School-wide enhancements and innovations in digital learning and teaching.</p>

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

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, 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.

Research income has grown to more than £180 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.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also 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.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in

sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek 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.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

JOB DESCRIPTION

Centre for Excellence in Learning and Teaching

The Head of Digital Learning is based in the recently established Centre for Excellence in Learning and Teaching (CELT). We are a team of higher education specialists, whose work is based around the core pillars of Teaching Excellence, Learning Innovation and Student Engagement. CELT is made up of three teams that work closely together:

Academic Professional Development run the Postgraduate Certificate in Learning and Teaching (PGCiLT) and a new Continuing Professional Development Route scheme for achieving HEA fellowship. They also provide advice and run interactive workshops on curriculum design, assessment and best practices in learning and teaching.

Multimedia manage the School's video hosting and capture system, Panopto, and the recording studio. They provide advice and guidance to staff on recording and create high production value media content for learning and teaching purposes.

Technology-Enhanced Learning scope emerging technologies for learning and teaching. They provide training and advice to staff on the use of technologies for learning and teaching and on our VLE Moodle. Additionally, the team deliver a digital skills programme for students.

The Head of Digital Learning manages the Technology-Enhanced Learning and Multimedia services and teams. They will play a significant role in driving forward advances in digital learning and innovation in education at LSHTM, including the development of our VLE (Moodle). The role combines educational technology expertise with a strong understanding of the Higher Education sector and a vision for excellence in digital learning. The role holder will provide leadership for digital learning and teaching, working with the Director of CELT to enable School-wide enhancements and innovations. The post holder will also contribute to strategic planning and activities of the wider Centre.

Main Activities and Responsibilities

Strategic leadership and planning

- As a senior leader in CELT, contribute to the overall running of the Centre and the delivery of its objectives, enabling us to grow as a centre of excellence.
- Contribute significantly to the development and implementation of digital learning and teaching strategies and policies and support the implementation of the LSHTM 2022-2027 strategy in partnership with key stakeholders.
- Provide strategic direction and operational management of Technology-Enhanced Learning and Multimedia services in CELT, in line with LSHTM strategy and mission.
- Identify, develop, and deliver a range of initiatives aimed at ensuring high quality digital learning and innovation in both face-to-face and online contexts.
- Manage the School's existing partnership with FutureLearn and explore new opportunities to enhance digital education.
- Manage resources and budget for digital learning in CELT and contribute to writing business cases, under guidance from the Director of CELT.
- Deputise for the Director of CELT when required and as appropriate.

People Management and Collaboration

- Lead the Technology-Enhanced Learning team and the Multimedia Lead Officer, ensuring that individual and collective performance is maximised through inspiration, vision, performance management and professional development.

- Collaborate, influence and build effective working relationships with stakeholders across the School, such as Programme Directors, Module Organisers and Heads of Professional Services, to enhance digital learning and teaching at the School.
- Lead and coordinate the work of members of CELT on particular projects, enabling us to integrate experience and expertise.
- Liaise with central support services to ensure that initiatives are properly coordinated and delivered in line with School policies.
- Participate in School committees, groups, and fora, Chairing where appropriate.
- Build external networks and work with national bodies relevant to the Head of Digital Learning's responsibilities.

Digital Learning and Innovation

- Drive innovation and pedagogic development of the School's VLE (Moodle), in both face-to-face and online contexts.
- Champion technology to enhance the learning experience, ensuring we are at the forefront of new approaches and provide flexibility across in-person and online offerings.
- Undertake research, horizon-scanning, sector benchmarking and evaluation projects in digital education to inform future developments.
- Continually evaluate digital learning and teaching technology and practices, making recommendations to stakeholders for enhancements.
- Contribute significantly to the development and delivery of cross-institutional projects aimed at School-wide digital learning and teaching improvements.

Service Delivery

- Manage and continuously develop a range of digital learning products, projects and services that meet the evolving needs of students and staff.
- Ensure the quality of Technology-Enhanced Learning and Multimedia services.
- Empower our academic staff to be excellent educators by providing high quality training and development in learning technologies.

- Work in partnership with students and enable them to become active participants in digital learning and teaching.
- Produce guidance, reports, proposals and evaluations on digital education activities.
- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, education and innovation.
- Perform other duties commensurate with the job grade as reasonably required from time to time, under direction from the Director of CELT, Pro-Director Education or other senior stakeholder.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present 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, Dean of Faculty, Head of Department or Director of Professional Service.

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 (appraisal) process.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

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

E – Essential: Requirement without which the job could not be done

D – Desirable: Requirements that would enable the candidate to perform the job well

Criteria	Description	Essential/ Desirable
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Education, Qualifications and Training	A postgraduate qualification, preferably in an education or education technology discipline	E
	Track record of continuing professional development in education/technology-enhanced learning, preferably leading to a recognised qualification such as CMALT or Fellow of the Higher Education Academy	E
	Ability to obtain CMALT or at least Fellow of Higher Education Academy within 18 months of appointment	D
Knowledge & Skills	Expert knowledge of virtual learning environments and technologies for delivering and enhancing learning and teaching.	E
	Knowledge of sector developments and emerging trends in digital learning within the UK HE context.	E
	Awareness of the principles and practice of technology-enhanced learning.	E
	Strong managerial skills in the project-management of initiatives involving multiple stakeholders.	E
Experience & Ability	Ability to motivate others and engage them in a process of change	E
	Experience of leading a team and successfully directing the work of others to achieve progress against strategic aims and planned targets	E
	Experience of driving innovation in digital learning and teaching	E
	Track record of working in collaboration with academics to enhance the use of technology in teaching, learning and assessment.	E
	Experience of budget management.	D
	Experience of liaising and working in partnership with providers external to Higher Education.	D
Personal Qualities	Ability to manage your time and competing priorities.	E
	Strong interpersonal skills, including the ability to influence stakeholders and build effective working relationships across organisation departments/divisions	E
	Enthusiasm for digital learning in Higher Education and championing technology to enhance the student learning experience.	E

SALARY AND CONDITIONS OF APPOINTMENT

This post is offered on a full-time, permanent basis. The salary will be on the Professional salary scale Grade 7 in the range £48,827 - £55,895 per annum (inclusive of London Weighting). A market supplement of up to £8,000 per annum will be considered for the appointed candidate, taking into account their current/most recently salary and relevant experience. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days" and membership of the Pension Scheme is available. The post is based in London at the London School of Hygiene & Tropical Medicine. This role will be in line with our hybrid working model currently being implemented with a mixture of days spent in our offices at Keppel Street, London.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference DOE-CELT-2023-01.

The supporting statement section should set out how your qualifications, experience and training meet **each** of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with current UKVI legislation, 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>

Date amended: JUL 21