

JOB DESCRIPTION



Job Title: Digital Learning Lead
Department: Centre for Excellence in Learning and Teaching (CELT)
Faculty/Professional Service: Division of Education
Location: London
Reports to: Director of Centre for Excellence in Learning and Teaching
Responsible for: Digital Learning team
Full Time/Part Time/Casual: Full time
Grade: Grade 7
Overall Purpose of the job: This is an exciting time to join LSHTM as we bring our Vision and Strategy 2022 – 27 to life and our ambition to expand and enhance our education provision. The Digital Learning Lead 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. The post holder will work across the Centre for Excellence in Learning and Teaching and collaborate with faculty, professional services and students. The Digital Learning Lead will contribute to the overall running of CELT and the delivery of its objectives, working to enable School-wide enhancements and innovations in digital learning and teaching.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

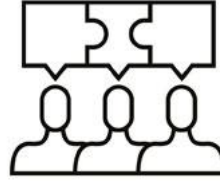
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Centre for Excellence in Learning and Teaching

The Centre for Excellence in Learning and Teaching (CELT) is a team of higher education specialists, whose work is based around the core pillars of Teaching Excellence, Learning Innovation and Student Engagement.

The Centre runs professional development activities for staff in key aspects of learning, teaching, assessment and digital learning and offers bespoke advice and support to staff in the faculties and those across LSHTM who support teaching. CELT also leads and coordinates educational enhancement projects in partnership with faculty colleagues, professional services and students.

The Centre scopes emerging technologies for learning and teaching and is responsible for the pedagogic development of our VLE, lecture capture and storage system and additional LSHTM learning technologies.

The Centre also runs digital skills training for students in technologies that can enhance their studies and career prospects.

Main Duties and Responsibilities

- Lead the Digital Learning team, ensuring that individual and collective performance is maximised through inspiration, vision, performance management and professional development.
- Contribute to the overall running of CELT 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 strategies and policies in partnership with key stakeholders.
- Provide strategic direction and operational management of Digital Learning services in CELT, in line with Centre objectives, LSHTM strategy and mission.
- Drive innovation and pedagogic development of LSHTM's learning technologies (e.g. Moodle, Panopto, Poll Everywhere, Turnitin).
- Responsible for identifying end-user requirements of our VLE (Moodle) and other LSHTM learning technologies; working effectively with external suppliers as required.
- Collaborate, influence, and build effective working relationships with stakeholders internal and external to LSHTM; participate in committees, groups and fora and external networks relevant to the role.
- 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.
- Ensure the quality of Digital Learning services, evaluating practices, processes and making service enhancements.
- Work in partnership with students and enable them to become active participants in digital learning and teaching.
- Lead the development and delivery of projects aimed at school-wide digital learning and teaching improvements.
- Manage resources and budget for digital learning in CELT and contribute to writing business cases, under guidance from the Director of CELT.
- Empower our academic staff to be excellent educators by co-ordinating high-quality training and development in learning technologies.

Additional Information

- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, education excellence and innovation.

- Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement.
- Undertake any other duties as reasonably delegated by your line manager or other senior collaborator.

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 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 Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM 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 and Development Review (PDR).

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.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> • A postgraduate qualification, preferably in an education or education technology discipline. 	E
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Ability to obtain CMALT or at least Fellow of Higher Education Academy within 18 months of appointment. 	E
Experience	<ul style="list-style-type: none"> • Experience of leading a team and successfully directing the work of others to achieve progress against strategic aims and planned targets. 	E
	<ul style="list-style-type: none"> • Experience of driving innovation in digital learning and teaching. 	E
	<ul style="list-style-type: none"> • Track record of working in collaboration with academics to enhance the use of technology in teaching, learning and assessment. 	E
	<ul style="list-style-type: none"> • Experience of budget management. 	D
	<ul style="list-style-type: none"> • Experience of working in partnership with external providers/suppliers. 	D
Knowledge	<ul style="list-style-type: none"> • Expert knowledge of virtual learning environments and technologies for delivering and enhancing learning and teaching. 	E
	<ul style="list-style-type: none"> • Knowledge of sector developments and emerging trends in digital learning within the UK HE context. 	E
	<ul style="list-style-type: none"> • Awareness of the principles and practice of technology-enhanced learning. 	E
	<ul style="list-style-type: none"> • Strong managerial skills in the project-management of initiatives involving multiple collaborators. 	E
General	<ul style="list-style-type: none"> • Ability to manage your time and competing priorities. 	E
	<ul style="list-style-type: none"> • Ability to motivate others and engage them in a process of change. 	E
	<ul style="list-style-type: none"> • Strong interpersonal skills, including the ability to influence collaborators and build effective working relationships across organisation departments/divisions. 	E
	<ul style="list-style-type: none"> • Ability to work with staff and students from diverse backgrounds and a commitment to inclusive learning and teaching. 	E

E-Essential: Requirement without which the job could not be done.
D-Desirable: Requirements that would enable the candidate to perform the job well.

Date compiled: October 2024

Salary and Conditions of Appointment

This post is permanent and full-time, 35 hours per week, 1FTE. The salary will be on the Professional salary scale Grade 7 in the range £52,199 - £59,623 per annum (inclusive of London Weighting).

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." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

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", "Yes" or "No" will not be considered acceptable and will not be scored.

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

LSHTM 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 on the [government immigration rules page](#).