

JOB DESCRIPTION



Job Title: Faculty Digital Education Lead
Department: Education Services
Faculty/Central Service: Central Services
Location: London
Reports to: Head of Digital Education
Full Time/Part Time/Casual: Full-time
Grade: Grade 5
Overall Purpose of the job: The Digital Education Lead is a member of the central Digital Education team, based within Education Services, but works in an embedded way with one of LSHTM's Faculties. The post-holder acts as a bridge between institutional strategy and local practice, working in close partnership with Faculty Education Administration Teams, Module Organisers, and programme staff to enhance digital teaching, learning, and assessment. This is a faculty-facing role, focused on supporting colleagues to design inclusive and engaging student learning experiences, championing digital pedagogy, and promoting consistent and effective use of the School's Virtual Learning Environment (VLE) and related tools.

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

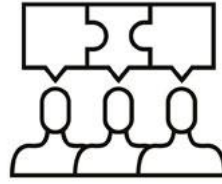
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

1. Partnering and Delivery

- Serve as the primary digital learning contact for the Faculty, building strong relationships with Faculty Education Administration Teams, Module Organisers, and programme teams.
- Provide technical advice on the use of the VLE (Moodle) and associated platforms (e.g., Turnitin, Panopto, Zoom, MS Teams).
- Support staff to design accessible, consistent, and engaging module content, consistent with institutional standards and Faculty needs.
- Collaborate with Faculty Education Administrators to embed effective digital workflows for assessment and module management.
- Facilitate the adoption of inclusive and innovative approaches to assessment and feedback.

2. Training and Staff Development

- Design and deliver training sessions, drop-ins, and one-to-one consultations to build staff confidence and capability in digital learning.
- Work with the Heads of Faculty Education Administration to ensure education administration teams are well equipped to manage and support module-level digital processes using LSHTM's platforms.
- Develop tailored resources, exemplars, and guidance to address Faculty-specific needs.
- Promote digital accessibility and ensure staff understand their responsibilities in accordance with current accessibility legislation.

3. Innovation and Enhancement

- Lead or contribute to pilot projects within Faculties, evaluating the impact of new technologies or approaches to learning and teaching.
- Work as a thematic lead as identified in collaboration with the Head of Digital Education (eg: Accessibility, Digital literacy, Learning platforms, AI, Open Education, Learning Analytics)
- Capture and disseminate examples of effective practice across Faculties.
- Support the use of learning analytics to inform teaching practice and enhance the student experience.

4. Operational and Technical Support

- Oversee the creation and maintenance of Faculty module areas on the VLE, ensuring compliance with School requirements and accessibility standards.
- Provide first-line troubleshooting for local digital learning issues, escalating complex queries to the Head of Digital Education.
- Contribute to cross-School digital initiatives and ensure Faculty Education Administration perspectives are represented in central discussions.
- Provide cross-team support for service desk enquiries.

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">• Fellowship of Advance HE, CMALT, or equivalent professional recognition.	D
Experience	<ul style="list-style-type: none">• Experience supporting or advising staff in digital learning within Higher Education.• Experience of facilitating and delivering training sessions, engaging academic and administrative staff.• Experience of building trusted relationships with academic and professional services staff.• Experience of leading innovation projects in digital education.• Experience of supporting the consistent roll-out of new digital education platforms or functionality.• Experience of working in an embedded or partnership role across multiple teams or units.• Experience of creating digital learning and teaching resources to support staff	E E E D E D E
Knowledge	<ul style="list-style-type: none">• Strong working knowledge of Moodle and associated tools (Turnitin, Panopto, Zoom, MS Teams).• Understanding of digital pedagogy and principles of inclusive online/blended learning.• Knowledge of learning analytics and the use of data to support teaching and learning.• Knowledge of digital accessibility legislation as it relates to Higher Education	E E D E
General	<ul style="list-style-type: none">• Excellent written and oral communication skills, including the ability to communicate technical knowledge to non-specialists.• Strong organisational skills with the ability to balance Faculty priorities and central team projects.	E 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: Jan 2026

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 per annum pro rata (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 operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows—promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

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 but due to the salary range for this role not meeting the UKVI requirements, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

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](#).