

Job Description

Position:	Digital Education Lead – School of Health, Science & Society
Academic Group/Service:	School of Health
Reference:	0288-26
Grade:	Grade 9
Status:	Permanent
Hours:	Full Time
Reporting to:	Exec Head of School

Main Function of the Position:

The Digital Lead in Health will be responsible for leading the strategic development, implementation, and management of online learning across the school specialities. This role will drive the adoption of digital technologies to transform and enhance educational delivery and improve online provision. The Digital Lead in Health will work closely with the Exec Head of School, Senior Management Team and academic teams, IT, and other stakeholders to integrate digital tools and solutions into development and delivery, ensuring that they meet both educational and operational needs. The post holder will lead the strategic development and optimisation of the Virtual Learning Environment and associated educational technologies. The post holder will lead institutional change initiatives that support the adoption and embedding of digitally enhanced learning practices. The post holder will support teaching teams to evaluate online education to ensure that provision is student focussed, reflects the current requirements of our students working across health and society, and implement where appropriate asynchronous learning.

Key Responsibilities:

1. The post holder will be responsible for taking a strategic overview of a Digital Learning strategy and implementation.
2. Lead the delivery of the School's Digital Learning Strategy through effective programme and project management.
3. Lead the development and execution of the organisation's digital educational transformation strategy, aligning it with the overall educational goals of the school.
4. Stay abreast of new and emerging technologies relevant to the education sector, such as virtual and augmented reality, artificial intelligence, and adaptive learning platforms.
5. Drive the development and implementation of effective e-learning and blended learning models, ensuring a seamless integration with traditional classroom instruction.
6. Work collaboratively with academic and administrative units to pilot and implement innovative technology that align with the university's educational objectives and create engaging and interactive online learning experiences.
7. Focus on the development of pedagogy, enhancing staff digital literacy, integrating new and emerging technologies, and overseeing the Virtual Learning Environment.
8. Manage and motivate academic teams to achieve clearly defined targets outlined in the Digital Strategy.
9. Support staff with the implementation of new ways of working and digital health delivery.

10. Promote the use of digital tools for assessment and feedback, ensuring a streamlined and efficient process for both staff and students.
11. Collaborate with academic teams to explore and implement innovative assessment methodologies.
12. Cultivate strong communication and collaboration channels across departments, fostering a cohesive and supportive digital learning environment.
13. Design and implement training programmes for staff on the use of digital education tools and systems.
14. Ensure all digital learning provision is accessible, inclusive and aligned with best practice in digital accessibility standards and inclusive curriculum design.
15. Use learning analytics, student engagement data and evaluation metrics to inform continuous improvement of digital learning provision.
16. Ensure digital learning provision aligns with institutional quality assurance processes, regulatory expectations and professional body requirements.
17. Lead the strategic development and optimisation of the Virtual Learning Environment and associated educational technologies.
18. Develop guidance and promote responsible, ethical and effective use of generative AI and emerging educational technologies.
19. Lead institutional change initiatives that support the adoption and embedding of digitally enhanced learning practices.
20. Represent the School/University at relevant external networks, professional forums and sector events relating to digital education and health technologies.
21. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
22. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
23. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

Please note that this appointment is subject to Disclosure and Barring Clearance

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Position: Digital Health Lead		Reference: 0288-26	
Faculty: School of Health, Science & Society		Priority	Method of Assessment
Criteria		(1/2)	
1 Qualifications			
A first degree or equivalent vocational or professional qualifications relating to healthcare disciplines / registration.		Priority 1	Application
PG qualification in Digital Education / Technology / relevant discipline		Priority 1	Application
Phd /Doctoral qualification or willingness to work towards		Priority 2	Application
Fellowship of Advance HE		Priority 2	Application
2 Skills / Knowledge			
An in depth understanding of digital education and learning tools		Priority 1	Application/Interview
Robust experience and understanding of working in a higher education environment		Priority 1	Application/Interview
Robust understanding of the underpinning laws / policies / practice to delivering digital health programmes		Priority 1	Application/Interview
Knowledge of online instructional design principles		Priority 1	Application/Interview
Knowledge of contemporary research and emerging practice in digital pedagogy and online learning.		Priority 1	Application/Interview
Knowledge of digital accessibility standards		Priority 1	Application/Interview
Ability to lead teams in relation to development of educational programmes using digital technologies.		Priority 2	Application/Interview
3 Experience			
Significant HE teaching/learning enhancement experience		Priority 1	Application/Interview
Experience and understanding of developing digital programmes.		Priority 1	Application/Interview
Experience of blended and asynchronous curriculum design		Priority 1	Application/Interview
Experience in design, developing, and supporting teams to deliver educational programmes using health technologies		Priority 1	Application/Interview
Experience of the underpinning laws / policies / practice relating to delivering digital health		Priority 1	Application/Interview
Experience of the health sector, working patterns and current health agendas that will need to be considered when developing programmes using digital technologies.		Priority 2	Application/Interview
4 Personal Qualities			
A high degree of self-motivation with the ability to work independently, take effective decisions, resolve unforeseen		Priority 1	Interview
Excellent communication skills		Priority 1	Interview
Ability to influence and engage senior academic and professional stakeholders		Priority 1	Interview
Able to develop their skills and seek advice from a variety of sources		Priority 1	Interview
Previous programme/module development experience		Priority 1	Application/Interview

Understanding of Professional bodies, governance, and adherence to these	Priority 1	Application/Interview
5 Other		
Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
Commitment to the University's policy in relation to IT / GDPR	Priority 1	Application / Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.