



UNIVERSITY OF
OXFORD

Digital Learning Coordinator

People and Organisational Development



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Overview of the role

Digital Learning Coordinator

Location: Oxford city centre office with a flexible approach to remote working

Grade 6: £29,614 - £35,326 per annum (pro rata)

Full Time, Permanent Role

About the Role

A fantastic opportunity to shape the digital learning experience of the People and Organisational Development (POD) service at the University. The role will help define the digital learning systems and processes across POD to ensure quality, consistency and the evolution of POD's services, ensuring that they are up to date and able to respond to broad ranging people challenges and opportunities at the University.

The role will work with the Strategy and Operations Lead to review the current digital provision and work with the wider POD team to determine digital opportunities in the design, development, piloting and rolling out of institution wide initiatives.

The role will create a range of digital assets that can be deployed in POD workshops and courses, or used in blended learning solutions. The role will work to develop a deliver low cost, high quality, scalable solutions, and help champion POD's use of blended learning solutions in order to seize the benefits of digital learning but not lose sight of the value to face to face connection.

The role will provide support across the POD team with digital learning innovation and embedding of digital know-how. They will bring expertise in digital content creation to the team and a passion for exploring new platforms for learning and for collaboration.

About You

You will be a creative thinker and doer, with experience of creating digital assets such as videos or other digital media, and understand accessibility in a digital learning environment.

You will be a motivated, creative problem solver who enjoys working collaboratively and getting things done. You will be passionate about learning and learning solutions that make a measurable difference.

You will be excited at the opportunity of joining POD at this exciting stage in its lifecycle and ready to become an active and engaged member of a truly high performing, close knit team..

More information

Please contact the Head of POD, Alice Chilver (alice.chilver@admin.ac.uk) for an informal chat about the role.



Key Responsibilities

1. Research and introduce good practice
 - Find and share examples of good digital learning practices internally and seek out relatable good practice models externally.
2. Review and improve existing digital provision
 - Contribute to programme reviews to provide digital learning and user perspective to identify improvements to maximise learning outcomes.
 - Provide and implement recommendations for increasing engagement.
3. Design and deliver solutions
 - Develop learner experience solutions, modules and materials including virtual learning, blended learning, interactive webinars, videos and motion graphics, facilitator guides, challenges, practice, review and resource materials.
 - Get involved in design scoping and ideation with our internal stakeholders. Iterate your designs through seeking feedback and evaluation from stakeholders and end-users.
 - Refine and evolve designs to ensure high impact, creative interventions
 - Design and re-design existing learning content to enhance user experience and outcomes.
 - Collaborate with Learning and Organisational Development specialists and other stakeholders throughout the design process.
 - Provide advice and support to L&OD team members regarding digital learning resources and delivery options.
 - Work with the team to develop innovative learning technology solutions for use in people development.
 - Assist the team in developing a blended learning approach, identifying and developing technology and tools to enable the team to deliver modern efficient ways of delivering learning interventions and pathways.
4. Enable others to improve their practices
 - Enable the POD team and content creators by sharing know how and upskilling our people where required.
 - Manage PODs learning technologies and deliver training and updates to the team
5. Deliver improvements to the user experience
 - Update and enhance existing tools, processes and functionality; reducing administrative burden and enhancing user experience.
 - Support the implementation of new digital learning tools and technologies.
6. Manage systems and report on impact
 - Manage content on platforms, monitor and report on usage.
7. Identify opportunities to apply and strengthen equality, diversity and inclusion principles and practices in all aspects of our work and to support university wide initiatives through the approaches that are taken.



Selection Criteria

1. Experience of working within the digital landscape, particularly working with current digital learning and online platforms. Experience with VLE's (including Canvas) online meeting platforms including MS Teams and Zoom and hybrid workshop technologies.
2. Experience of designing and delivering high quality digital learning materials.
3. Be able to support and develop others to design and deliver digital learning.
4. Experience of identifying, agreeing and implementing continuous improvement as part of every programme delivery review process.
5. Experience of creating content for a digital learning environment. (Including video, animation, presentations, webinars, motion graphics and digital assets). Video editing skills with Adobe Premiere Pro, Final Cut Pro or other equivalent.
6. Be able to understand stakeholder needs and learning programme aims, and provide appropriate options and solutions.
7. The ability to create engaging reports and to communicate your ideas and experience clearly both verbally and in written content.
8. The ability to deal constructively with a changing environment, working flexibly and adapting to new situations to achieve constructive and successful outcomes.
9. The ability to organise and prioritise own work, negotiating with colleagues to establish priorities.
10. The ability to work flexibly and supportively as part of a team.
11. Ability to review, design and implement efficient processes and to support team members to deliver

Desirable selection criteria

1. Experience of course, event or programme management



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

People and Organisational Development (POD)

POD's role is to support the University's strategic aims through the targeted development of people by:

- Formulating and informing strategy regarding people development across the University
- Promoting best practice in leadership and management and in people development
- Helping leaders and managers to enhance team, departmental and divisional effectiveness
- Enabling individuals to take charge of their own development through self-directed learning
- Supporting targeted development initiatives for under-represented groups
- Promoting equality, diversity and inclusive management practice throughout our work

Today, the POD team comprises 21 roles. POD is made up of four teams: the research staff hub; leadership hub; professional services hub and; strategy and operations team.

For more information please visit: <http://POD.admin.ox.ac.uk>



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

If you would like to apply, go to www.recruit.ox.ac.uk, find the role and click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please note that if you do not upload a completed supporting statement, we will be unable to consider your application for this role. The inclusion of the supporting statement is a mandatory step in the online application process. Please note that CVs (on their own) will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

All applications must be received by 12:00 midday (GMT/BST) on the closing date stated in the online advertisement.

Please upload all documents as PDF files with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support> If you require any further assistance please email recruitment.support@admin.ox.ac.uk To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)



Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits

