

Director of Digital Learning (Senior Teaching Fellow)

Lancaster University Management School (LUMS)



Lancaster University is one of the UK's top universities, ranked in the UK Top 10 and in the top1% globally and established as a world player in research and teaching.

The entry standard for undergraduates is now at its highest level ever, and Lancaster graduates are performing well in an increasingly competitive job market.

The University places great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student population, on a friendly campus that is part of one of the safest cities in the UK. Since 2003 the University has invested over £450m to transform the campus for students and boost research and teaching facilities. Lancaster University has an international outlook but also a strong commitment to engage with the regional agenda and works closely with its partners in the North West.

Students from one hundred countries make up a thriving community based around nine colleges. Lancaster's community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil.

Following the University's golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.

The University

Lancaster University is ranked in the UK Top 10 in both the Guardian and the Complete University Guide; the University is also ranked No.1 in the North West and in the Top 1% of universities globally.

Our research has been rated as world leading in the 2014 Research Excellence Framework (REF). We are ranked 13th for the percentage of world leading research out of the 128 institutions listed and 18th in the UK overall.

The Lancaster's exceptional MBA programme is ranked 35th in the world and 4th in the UK. The University provides excellent facilities for its 12,000 students and 3,000 staff, having invested heavily in the campus to create new academic facilities and improved teaching spaces.

The last five years have seen the creation of a new centre for the Creative Arts, a brand new Sports Centre and a state-of-the-art Engineering building.

A great location to live and work, our campus is one of our greatest assets and manages to be the best of both worlds - a busy urban vibe surrounded by great parkland and sports facilities.

Our campus is easily accessible and less than three miles from both Lancaster city centre and the M6 motorway. The city has excellent National Rail services, with frequent direct trains to London taking only two and a half hours, or an hour to Manchester and Liverpool.

The University operates a range of policies and practices that support staff to meet their work commitments alongside family and home responsibilities. These include flexible working arrangements, generous paid parental leave as well as a Pre-School Centre and numerous other inclusive practices and facilities.

To find out more about the University visit www.lancaster.ac.uk/about-us/theuniversity



Strategic Plan

Our strategy is to become a university that is globally significant - a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and future.

Driven by research, and stimulating learning, the globally significant university informs and changes practice and thinking worldwide.

Specifically, our strategy is to:

- raise the profile and recognition of the University nationally and internationally
- continue to grow the University's subject mix and portfolio
- build on our existing subject strengths, seeking to place each of our departments in the top 100 in the world and/or the top 15 in the UK
- explore new forms of strategic partnership, unconstrained by historical relationships and forms of collaboration
- build on our growing transnational activities and partnerships to develop a substantial international presence at a scale that provides the resources and activities to be considered globally significant
- attract the best staff to work for Lancaster University, and within our international partnerships, to assist us in delivering our strategic priorities



Our People

Lancaster's success depends on the talented, creative and committed people who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, to attracting and celebrating diversity, and recognising how all staff contribute to and enhance the overall success of the University.

Our People Strategy 2020 clearly articulates that the core strength of our university is our people.

Further details on our People Strategy can be found at www.lancaster.ac.uk/hr/people-strategy



Living in Lancaster

Lancaster is a historic city offering excellent restaurants, shopping, arts and culture amid stunning Georgian architecture and panoramic coastal views across Morecambe Bay, with the breath-taking scenery of the Lake District only half an hour away.

Lancaster itself is situated in the picturesque rural landscape of northwest England. A magnificent twelfth century castle overlooks the city, and in the lush green space and woodland of Williamson Park the iconic Ashton Memorial gives superb views of the Lakeland fells across the sweeping Morecambe Bay coastline.

Lancaster's river, the Lune, runs along the edge of the neighbouring Forest of Bowland, an area of outstanding natural beauty, and meanders past many villages before flowing through the city and finding its way to the sea.

One of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), Lancaster is brimming with arts and culture. The city's arts venues often play host to major theatre and comedy tours, as well as independent productions, and film fans have the choice of an independent

cinema, a multiplex, and even a cinema on the University campus.

With a number of galleries and museums located in the city, there's plenty for lovers of the arts to get their teeth into. There is an abundance of both traditional pubs and wine bars within Lancaster, situated along the banks of the canal, through the streets and even underneath the city in the castle's former wine cellars. Live music venues all over the city are home to guitar, electronic, folk, classical and jazz gigs.

The University's 'travel to' area stretches past Lancaster and Morecambe from the Lake District to Preston and east along the Lune valley, offering a range of housing from city centre to rural environments.

Housing is varied from old townhouses to barn conversions and new build, and competitively priced. Further information on the city of Lancaster can be found at www.visitlancashire.com/explore/lancaster

For candidates who are relocating to Lancaster further information on the local areas can be found at www.lancaster.ac.uk/hr/recruitment/files/relocate



About the School

We are an award-winning, triple accredited and world-ranked school, paying a pivotal role in realising the objectives of an ambitious, internationally-leading University.

We believe in the strength of a healthy and growing School community, where we challenge convention, push boundaries and shape agendas. Research is at the heart of our success; we are proud to offer research-led teaching and engagement. We are strengthened by embracing different perspectives through collaboration and diversity of our students and staff. We believe in nurturing potential for all and attracting top talent, be they students or staff.

Lancaster University Management School is typically ranked in the UK's top ten and among the World's top 100 business schools. We are a leading full-spectrum business school in the UK.

Thanks to its significant role in supporting British enterprise, the School is one of only three business schools in the UK to have the Small Business Charter Gold Award. The 2016 Financial Times World MBA Ranking places the Lancaster MBA first in the world for corporate strategy, fourth in the UK overall and 35th in the World.

We are a genuinely internationally-leading school thanks to our collegiate culture and our uncompromising commitment to excellence. Our global vision is embedded in everything we do. Our students and staff come from all over the world and we've developed partnerships with organisations internationally. We have significant plans for facilities investment and are currently embarking on an exciting new build that will provide a hugely enhanced School over the next three years.

LUMS comprises of seven academic departments which promote the full range of business and management subjects and seven research centres.



Academic Departments:

- Accounting and Finance
- Economics
- Entrepreneurship, Strategy and Innovation
- Leadership and Management
- Management Science
- Marketing
- Organisation, Work and Technology

Research Centres:

- Centre for Family Business and SME Engagement
- Centre for Sustainable Health
- Centre for Advancing Leadership Studies and Practice
- Centre for Technological Futures
- Centre for Transportation Systems and Logistics (CENTRAL)
- Centre for Productivity and Efficiency
- Centre for Financial Econometrics, Asset Markets, and Macroeconomic Policy

The leading London-based policy research think tank, the Work Foundation is also part of the School.

Further information on Lancaster University Management School can be found on the website <http://www.lancaster.ac.uk/lums>

About the **Role**

The Director of Digital Learning is a senior academic management role based within Lancaster University Management School (LUMS). This new role is pivotal to the ongoing development and implementation of the School's digital strategy which is crucial to delivering our ambition to be recognised as a leading global management school.

Working closely with the senior leadership team and in partnership with the academic community the post-holder will further develop our understanding of the opportunities digital learning presents to LUMS.

With over 3500 undergraduate students, and a large and diverse postgraduate community, we recruit from all over the world. The post holder will further extend this market reach through the development of new digital programmes and modules.

The role will involve a significant amount of engagement with a wide variety of people, working across academic departments, the Professional Services and external networks. The ideal candidate will bring significant relevant knowledge and experience and will be able to demonstrate a

record of achievement in leading transformational digital projects.

Candidates should have an academic background (preferably in business and management); an understanding of, and empathy with, working in a research-led environment; enjoy working in a busy, demanding environment; and have excellent communication, relationship building, influencing and negotiation skills.

This varied and challenging role presents an exciting opportunity and offers wide scope for personal and professional development. The closing date for applications is Monday, 21 November. Interviews will be held on Tuesday, 6 December.

Informal enquires may be directed to Professor John O'Hanlon, Deputy Dean and Associate Dean for Finance and Resources

j.ohanlon@lancaster.ac.uk +44 (0) 1524 593631



Job Description

Job Title: Director of Digital Learning (Senior Teaching Fellow)	Present Grade: 9
Department/College: LUMS Digital Learning Unit/Relevant Academic Department	
Directly responsible to: Associate Dean for Postgraduate Studies	
Supervisory responsibility for: Digital Learning Facilitator, Digital Learning Co-ordinator	
<p>Other contacts:</p> <p>Internal: LUMS Policy and Resources Committee (PRC); LUMS Deans Steering Group (DSG); Heads of Department; Programme Directors; Module Directors and other teaching staff; members of Information Systems Services, members of Library staff; Central University Services including Academic Standards and Quality; Governance Services and Student Registry</p> <p>External: Digital Learning professional associations; accreditation bodies; external consultants; external providers; counterparts in other universities; the Higher Education Academy; JISC; The Association for Learning Technologies</p>	
<p>Background:</p> <p>The Director of Digital Learning is a senior academic management role based within Lancaster University Management School (LUMS). This new role is pivotal to the ongoing development and implementation of the School’s digital strategy which is crucial to delivering our ambition to be recognised as a leading global management school.</p> <p>Working closely with the senior leadership team and in partnership with the academic community the post-holder will further develop our understanding of the opportunities digital learning presents to LUMS.</p> <p>With over 3500 undergraduate students, and a large and diverse postgraduate community, we recruit from all over the world. The post holder will further extend this market reach through the development of new digital programmes and modules.</p> <p>Major Duties:</p> <ol style="list-style-type: none"> 1. To inform LUMS Policy and Resources Committee and the Dean’s Steering Group in relation to digital learning strategy and implementation and to support the work of the LUMS Digital Learning Steering Group. 2. To champion and lead the ongoing development of digital learning in LUMS. 3. To facilitate the market-led development of LUMS digital portfolio, including <ul style="list-style-type: none"> • Developments in the market generally: types of programme, delivery methods, etc. • Research in respect of proposed LUMS programmes: demand, competition, etc. 4. To lead the development and implementation of a business and operating model to support the digital strategy. 5. To manage the Digital Learning Unit. 	

6. To lead the development and maintenance of LUMS knowledge and application of research-led digital learning pedagogy.
7. To lead the development and maintenance of procedures to ensure compliance with university and external standards and legislation with regard to digital learning.
8. To lead the development of digital learning developments and capacity across all areas of LUMS activity, including through:
 - Staff training, including through timely identification of new development needs;
 - Advising and assisting staff on all aspects of digital learning pedagogy;
 - Advising and assisting subject-expert teaching staff in the development of materials, including conversion of existing materials to digital materials;
 - Advising and assisting colleagues in relation to the delivery of digital materials;
 - Advising and assisting staff on assessment of digital-delivered materials;
 - Advising and assisting staff in the repair and maintenance of digital materials;
 - Ensuring the development of support resources;
 - Ensuring liaison with ISS, including facilitation of consultation of ISS by LUMS staff.
9. To contribute to the delivery of relevant digital programmes.
10. To lead in the formulation of digital learning income projections and monitoring of outcomes relative to projections.
11. To advise and assist colleagues in relation to the approvals processes relating to digital programmes
12. To lead the development of links with external consultants and providers.
13. To advise and assist colleagues in relation to issues arising with regard to partnerships with outside providers, including with regard to quality-assurance and contractual issues.
14. To contribute to University initiatives, projects, committees working groups and processes, as required.
15. To contribute to external accreditation exercises and visits (currently EQUIS, AACSB and AMBA) including the preparation of materials and data.
16. Any other duties in line with grade.

Person Specification

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to higher degree level (PhD desirable)	Essential	Application Form
Experience in the development and implementation of digital learning strategy (desirable to be in the area of Business and Management)	Essential	Supporting Statements/Interview
Proven ability and experience of teaching (preferably HE or professional programmes) and/or digital delivery of teaching.	Essential	Supporting Statements/Interview
Relevant teaching qualification	Desirable	Application Form
A strong record of leading the development and delivery of major digital learning initiatives	Essential	Supporting Statements/Interview
A strong record of leading the development and provision of support for digital learning of the types referred to in the job description	Essential	Supporting Statements/Interview
An in-depth understanding of current and likely future issues relating to the development of the pedagogy and delivery of digital learning and distance learning in management-school related disciplines and areas of activity	Essential	Application Form/Interview
Experience of, or the ability to lead, market research into digital learning products/programmes and to build evidence-led business cases	Essential	Application Form/Interview
Understanding of the range of issues, expectations and requirements of staff and learners when working with and learning in digitally supported learning and teaching environments	Essential	Supporting Statements/Interview
Imagination and a creative approach to thinking about what can be achieved	Essential	Interview
Understanding of the national and international contexts of e-learning	Essential	Supporting Statements/Interview
Strong networking, interpersonal, communication and negotiation skills	Essential	Interview
Understanding curriculum design and quality assurance issues	Essential	Supporting Statements/Interview
Strong team working and leadership skills	Essential	Supporting Statements/Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.

Terms and Conditions

Salary

The current salary range for Grade 9 posts is £49,772 - £55,998.

Pension

This role offers the role holder the opportunity to join the University Superannuation Scheme (USS)

<https://www.uss.co.uk/>

Relocation

For those relocating nationally or internationally a generous relocation package is available.

Flexible Benefits

All staff are eligible to participate in the University’s sector leading flexible benefits scheme.

The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on the benefits chosen.

Further information can be found at

www.lancaster.ac.uk/hr/total-reward/benefits



Appointment Process

Applications should be made online at
<https://hr-jobs.lancs.ac.uk/>

Informal enquires may be directed to Professor John O'Hanlon, Deputy Dean and Associate Dean for Finance and Resources j.ohanlon@lancaster.ac.uk +44 (0) 1524 593631

