|  |
| --- |
| **University of St Andrews**  **Centre for Educational Enhancement and Development** **(CEED)**  **Digital Education Developer – AD2515RH**  **Further Particulars for Applicants** |

|  |
| --- |
| **Centre for Educational Enhancement and Development (CEED)** |

CEED’s remit supports the University strategy and our initiatives feed into the People and Digital enabling strategies. CEED’s work aligns to the Education supporting strategy which sets out our aim of providing world-leading teaching and learning. Its services include educational development, pedagogical workshops, technology enhanced learning and IT skills & and academic and study skills support. Over the course of 2024/25 CEED will amalgamate with the University’s International Education Institute to form a new Institute, focused on providing joined-up educational delivery, support and development.

**The job description for this role is attached below.**

|  |
| --- |
| **Job Description** |

|  |  |
| --- | --- |
| Job Title: Digital Education Developer  School/Unit: CEED  Reporting to: Head of Learning Technology & IT Skills Development  Job Family: Managerial, Specialist & Administrative | Working Hours: Full-time/36.25 hours per week, Mon-Fri 0845-1700  Grade/Salary Range: Grade 6/£37,099 - £44,263 per annum  Reference No: AD2515RH  Start Date: As soon as possible |

|  |
| --- |
| **Main Purpose of Role** |

Working within an interdisciplinary team, the Digital Education Developer will have responsibility for designing, creating and supporting professional, engaging and high quality digital programmes, modules and courses.

|  |
| --- |
| **Key Duties and Responsibilities** |

1. Create appropriate learning environments, and design engaging learning activities, using appropriate platforms and tools in the digital learning environment.
2. Create, review and edit digital learning materials for online programmes, modules and courses, ensuring quality, consistency, accessibility and structure.
3. Support staff in the creation and updating of digital learning content, and in the use of the digital tools used in their programme, module or course.
4. Undertake project management and co-ordination with a variety of stakeholders.
5. Support and advise on the pedagogical and technical design and structure of programmes, individual modules or short courses, working closely with academic staff, CEED colleagues and other professional services staff.
6. Horizon-scan for and evaluate new technologies appropriate for pedagogical use.
7. Facilitate the building of online learner community.
8. Facilitate digital media content creation.
9. Contribute to the wider work of the TEL Team within CEED.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

|  |
| --- |
| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | Educated to degree level or equivalent | Qualification in digital education or a related discipline | Application form, interview |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Experience in end-to-end online course design and development (at HE level)  Strong understanding of pedagogy in the context of digital education  Experience of managing a varied portfolio of projects | Direct experience of online teaching  Experience of interdisciplinary working across academic and professional services teams | Interview  Presentation of case study |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Proven track record in course design  Advanced technical knowledge and expertise relating to digital educational technologies  Excellent level of digital skills and adaptability  Excellent organisational skills and experience of managing own work, and contributing to a larger team  Commitment to good communication, evaluation and dissemination. | Design thinking expertise | Interview  Pre-interview test |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

|  |
| --- |
| **How to apply** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx).

If you have difficulties in completing the online application form, please call +44 (0)1334 462571 or contact [vacancies@st-andrews.ac.uk](mailto:vacancies@st-andrews.ac.uk) for an application pack.

Applications should consist of the online application form and cover letter only. Please do not upload CVs.

For all applications, please quote ref: AD2515RH

|  |
| --- |
| **Other Information** |

Interviews will be held week commencing 27th May 2024

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars.  The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.  Information on other visa options is available at [https://www.gov.uk/check-uk-visa](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcheck-uk-visa&data=04%7C01%7Csg43%40st-andrews.ac.uk%7Cafac7322058645cedc6808da12632e01%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637842514422631093%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kM%2F3JwneeNydEuqzYCOGR8Av87sjhFySRETnsBd8Rb8%3D&reserved=0) or by contacting our HR Immigration Team on [hrimmigration@st-andrews.ac.uk](mailto:hrimmigration@st-andrews.ac.uk).

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

|  |
| --- |
| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are required to undertake all mandatory training as deemed appropriate by the University for your role.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

|  |
| --- |
| **Who Are We? St Andrews At a Glance** |

* The third oldest university in the English-speaking world.
* Ranked top UK university in the [Guardian University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-keeps-top-spot-in-uk-university-ranking/).
* Ranked number one in the UK in the [Times and Sunday Times Good University Guide 2024](https://news.st-andrews.ac.uk/archive/historic-double-first-for-st-andrews/).
* Students at the University of St Andrews are more positive about their education than students at any other mainstream university in the [National Student Survey 2023](https://news.st-andrews.ac.uk/archive/st-andrews-students-most-positive-in-uk/).
* The University of St Andrews is Scotland’s top university and one of the top four universities in the UK in [The Complete University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-new-university-rankings/).
* The University is top in the UK for Teaching Quality in the [Daily Mail University Guide 2024.](https://www.dailymail.co.uk/news/university-guide/article-12491201/University-rankings-league-table-Use-Daily-Mails-interactive-guide-right-uni-you.html)
* Research-intensive, more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent (Research Excellence Framework 2021).
* Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)
* A [Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Sustainable all underpinned by a commitment to socially responsibility.
* A community of 10,000 students and 3000 staff.
* Highly international – more than 30% of students and staff are from outwith the UK
* A non-campus university, closely integrated with the ancient town of St Andrews
* Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

|  |
| --- |
| **The University & Town** |

Founded in the 15th century, St Andrews is Scotland’s first university and the third oldest in the English-speaking world. The University of St Andrews is one of Europe’s most research-intensive seats of learning. It is one of the top-rated universities in Europe for research, teaching quality, and student satisfaction.

Today, under the leadership of Principal and Vice-Chancellor Professor Dame Sally Mapstone FRSE, the University’s Strategy is to broaden its global influence, with a focus on diversity, building a culture of entrepreneurship, research excellence, and social responsibility.

St Andrews is committed to broadening digital education, enhancing the experience of our on-campus students, while bringing a St Andrews education to much wider global community.

From climate science and sustainable development to energy ethics and grass-roots level action across all the communities in which it operates, sustainability is at the heart of the University’s Strategic vision. World-leading research on sustainability is taking place across the breadth of the University, with researchers addressing key questions on the defining issue of our generation.

The University has set an ambitious target of carbon net zero by 2035, ten years ahead of the Scottish Government’s 2045 target.

St Andrews is ranked as the top university in the UK in *The Guardian Guide 2024*, and *The Times and Sunday Times University Guide 2024*. The *Complete University Guide 2024* ranks St Andrews as the top university in Scotland, and fourth in the UK.