

Head of Digital Education

Learning and Teaching Academy

Candidate Pack

www.cardiff.ac.uk







A world-leading University

Cardiff University is a world-leading, research-excellent, educationally outstanding university, driven by creativity and curiosity.

We are a member of the Russell Group, the UK's "Ivy League" of research intensive universities. Our global community, research reputation, and partnerships are at the centre of our identity. Our world-leading research was ranked 5th amongst UK universities in the 2014 Research Excellence Framework for quality and 2nd for impact. With over 28,000 students and 6,000 staff, the Cardiff University academic community is the size of a small town. Driven by creativity and curiosity, we strive to fulfil our social, cultural and economic obligations to Cardiff, Wales, and the world.





City of Cardiff

As Europe's youngest capital, Cardiff is a cosmopolitan city with both heritage and ambition.

Cardiff has a distinctive character, offers an outstanding quality of life, and is proud of a growing national and international reputation. The University is located in and around the parks and tree-lined avenues that form a magnificent civic centre, and is within easy walking distance of the city centre.

In comparison to other UK core cities, Cardiff proudly has the largest ratio of green spaces per person, and also houses Europe's largest waterfront regeneration project, Cardiff Bay. One of the UK's most beautiful National Parks, the Brecon Beacons, is situated less than a half hour drive away. The Brecon Beacons are the ideal place for walking, climbing, mountain biking or fishing. Also within easy reach is the Gower Peninsula, the UK's first Area of Outstanding Natural Beauty, and a place to relax on award-winning beaches and to explore unspoilt countryside.

Host to the 2017 UEFA Champions League Final and Premier League team Cardiff City, Cardiff is a centre for leading sporting and music events, attracting thousands of visitors each year. The 75,000 capacity Principality Stadium is recognised across the world and the Wales Millennium Centre, home to Welsh National Opera, has established a worldwide reputation as an iconic arts and cultural destination. Just two hours from London, Cardiff sits on an international transport network that connects the city to major destinations in the UK, Europe and beyond. Getting around within the city is quick and easy too; Cardiff recently topped the list of the UK's most travel-friendly cities.



Learning and Teaching Academy

Our Vision:

All staff supported to deliver outstanding student learning experiences.

Our Mission:

Cardiff Learning and Teaching Academy works in partnership with the University community to drive positive change in educational practice. All staff should be supported to develop their learning and teaching skills, enabling continuous improvement of the student experience.

The [Cardiff Learning and Teaching Academy](#) brings together experts in learning and teaching to support staff in delivering an engaging and inclusive experience for all students.

The LT Academy offers continuous professional development opportunities for staff at all stages of their careers in HE, ranging from the AdvanceHE accredited fellowship programmes, to stand-alone events and bespoke workshops, as well as online materials and resources.

Our specialist teams work in partnership with School-based staff to enhance the student experience by providing support, advice and sector-knowledge. At an institutional level, the Academic Partnership Scheme enables staff to lead on or contribute to our delivery of the Education and Students Sub-strategy. This role will lead the Digital Education Team.

Digital Education

Digital Education strategic leadership

We provide leadership on digital education strategy, innovation, and governance, guided by the Education and Student Experience sub-strategy and the Blended Learning Framework.

Embedding digital education practice in learning and teaching

We work in partnership with schools and departments to appropriately embed digital education practice into teaching, learning and assessment. Our school partners help to address school priorities and coordinate digital education activities and projects, ensuring blended and online provision is appropriately designed, resourced and supported.

Support with digital education tools and practice

Our Digital Education Support Hub provides flexible and responsive day-to-day training and support for digital education tools, platforms, and best practice for colleagues across the University.

Digital education projects

We lead transformative digital education projects and initiatives that currently include: a review of our digital learning environment; our ambitious flexible learning programme; the development of accredited microcredential courses; the development of learning materials, recording

Helen Spittle

Director of the Learning and Teaching Academy

We are excited to be recruiting to this new role within the Academy, and look forward to hearing from applicants. It's a great time to join Cardiff University as we focus on enhancing the student experience, and this post will work with our other senior leadership team members to lead the transformational work of the Academy.

Let me tell you about my career journey to date: Following my BSc Physics and PGCE at the University of Birmingham, my first role was as a Teacher of Science at a secondary school in Tamworth. I have since worked at the University of Warwick and spent 10 years as a School Manager in the School of Geography and Planning at Cardiff University.

Having worked on the 'Transforming Cardiff' programme in the early stages as a secondment from my School Manager role, I moved across to manage the development of the LT Academy at the time of COVID 19. I was appointed as Director in 2021 and am thoroughly enjoying the challenge and reward of leading this exciting work. I lead the Learning and Teaching Academy to design and deliver institutional education support ensuring our key strategic priorities support the University's Education and Students sub-strategy. I am responsible for strategic delivery objectives and operational management of the LT Academy, and for managing specialist teams around Digital Education, Education Development, Student Engagement and Teaching Innovation. I ensure the sustainable and effective delivery of outstanding education support for the University, by working in partnership with the academic community, delivering transformational change in learning and teaching to meet the changing needs and expectations of students



The role

The Cardiff Learning and Teaching Academy (LT Academy) is offering an exciting opportunity to join its Digital Education Team.

The Head of Digital Education will develop and lead Cardiff University's digital education agenda, working in partnership with our university community to provide services, support and vision to ensure that digital education enables outstanding learning, teaching and the student experiences.

The Head of Digital Education is a new post and will be instrumental in the strategic planning and development of the function to support delivery of innovative, sector-leading, student-centered learning and teaching. The postholder will be directly accountable to the Director of the Learning and Teaching Academy, ensuring close collaboration with other education support teams, and will drive forward a number of strategic projects including our ambitious Flexible Learning programme as set out in our Education and Students Sub-strategy.

As part of the senior leadership team of the Learning and Teaching Academy the postholder will provide expert professional advice and support to the Director on setting the scope and priorities of the digital education portfolio of activities in order to foster a culture of excellence in teaching and learning practice across the institution, whilst playing a key role in establishing the University's reputation and profile nationally (and internationally where appropriate) on issues relating to digital education.

It is an exciting time to join Cardiff University as the Learning and Teaching Academy is at the forefront of driving a programme to deliver long-term, institution-wide developments and enhancements to our student experience. You will join a well-resourced team which uniquely brings together experts in the fields of Digital Education, Education Development, Academic Development and Student Engagement.

This is a grade 8 open-ended position:
£53,353 - 61,823. Appointments will usually be at the bottom of the grade.

Closing date:

Thursday 16 March

Interview dates:

Thursday 23 March (online activities) and

Friday 24 March (in-person)

Apply online:

(click here)

If you would like to discuss this role further please contact Helen Spittle, Director of the Learning & Teaching Academy to arrange a suitable time SpittleH@Cardiff.ac.uk

Important note:

It is the University's policy to use the person specification as a key tool for short-listing. Candidates should evidence that they meet ALL of the essential criteria as well as, where relevant, the desirable. As part of the application process you will be asked to provide this evidence via a supporting statement. Please ensure that the evidence you are providing corresponds with the numbered criteria outlined above. Your application will be considered based on the information you provide under each element.

When attaching the supporting statement to your application profile, please ensure that you name it with the vacancy reference number, e.g. Supporting Statement for 15990BR

Role profile

Principal accountabilities

Leadership and Management

You will lead a team of experienced learning designers and technologists, as well as being a member of the senior leadership team of the Learning and Teaching Academy, developing a culture of inclusion. This will involve inspiring and empowering the 30 strong team, setting a strong vision for success and aligning the team's objectives accordingly.

Plan, manage, monitor and review the Digital Education team's operation and resources in order to deliver the University's aims and objectives, whilst creating a strong commitment to customer service for the benefit of students, staff and other service users.

You will build and engage an expert, high-performing team, who can expertly advise the academic community on the appropriate selection of tools and techniques for the use of digital technologies in the delivery of excellent teaching and learning, and can challenge constructively when needed.

Strategic Development

To review current digital education services, ensuring sustainable and strategically aligned provision to schools, colleges and departments. The postholder will need to understand the sector and be abreast of latest developments, whilst also developing relationships with academic and professional services leaders to understand their needs.

The role will involve working with colleagues to bring about changes in practice, approach and levels of digital capability, as well as contributing significantly to the development and delivery of university-wide digital improvements projects.

Project Management

Identify, lead and contribute to university-wide projects to develop new ways of achieving improvements in the academic and/or service provision. Use a matrix approach to coordinate and lead colleagues from across the university in the delivery of projects which would benefit from the wider engagement and involvement of stakeholders.

Communications

Communicate effectively on digital education, to a range of audiences and in a variety of contexts, both internal and external. Engage, consult, listen, influence and persuade multiple stakeholders to ensure that the environment exists for digital creativity, innovation and collaboration.

Governance

You will be a member of a number of project and education governance groups; bringing papers for decision, discussion or reporting on a regular basis. You will ensure that the services comply with legal requirements, and with University decisions and procedures, including risk assessment, equality policies, health and safety requirements and sustainability.

Partnership Working

Develop and maintain effective and supportive working relationships with academic and professional service colleagues across the University, particularly Academic Partners of the Learning and Teaching Academy and the Academic Partner for Flexible Learning. Establish effective relations with key third-party software and service suppliers to secure best value for money and ensure the efficient management of contracts for the supply of applications, systems and services, as required. Engage with external consultants as necessary and appropriate to progress projects. Network externally to keep up to date with developments in the field, and their adoption and use in other UK and overseas universities, to benefit from the collective experience of the sector and operate in line with best practises.

Representation

Raise the profile of the work of the Digital Education service within the University and outside, through developing impactful working relationships, networking and attendance at/contribution to meetings and conferences in the field of digital education.

Person Specification

Essential

1. A first degree or equivalent
2. Evidence of relevant Continued Professional Development

Knowledge/Skills/Experience Essential

3. Deep and substantial knowledge and experience of how learning and teaching can be enabled using technology, accompanied by a demonstrable track record of shaping policy, strategy and practice across learning technology and associated space provision.
4. Clearly recognised within their current organisation and the wider learning technology community for their expertise.
5. Ability to develop and maintain own knowledge at the forefront of current thinking in the field and evaluate new developments to quickly determine the potential impact of these.
6. Competence in curriculum or learning design and its enhancement through the use of Technology Enhanced Learning and Corporate Information Systems packages.
7. Good understanding of and senior manager experience within the operation of a large, diverse and complex organisation.
8. An appreciation of the organisation and operation of a Higher Education Institution and the business processes that need to be undertaken.
9. Ability to manage, lead, develop and motivate a team of professional staff.

Desirable

10. Certified membership of the Association for Learning Technology or equivalent evidence of relevant professional networks
11. Experience of working in Higher Education.
12. Design and delivery of digital learning staff development in higher education.





Enquiries

Cardiff University

Learning and Teaching Academy

Email **SpittleH@cardiff.ac.uk**

www.cardiff.ac.uk

Cardiff University is a member of the Russell Group of Universities

Cardiff University is a registered charity No. 1136855

Copyright © Cardiff University