

## The University of Manchester

### Job Description

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<b>Job title:</b>	Learning Developer
<b>Reports to:</b>	Teaching and Learning Services Manager
<b>Organisation unit:</b>	University of Manchester Library: Faculty & Student Partnerships
<b>Date:</b>	April 2021
<b>HERA:</b>	MAPPS-UML-F&SP-TL&S-G (434, Grade 6)

#### Overall purpose of the job:

- To support the Teaching and Learning Services Manager, the Head of Teaching, Learning and Students and the Head of Teaching + Learning Development in the delivery of high quality, innovative and sector leading services, to support the student learning experience at the University of Manchester
- To design, develop and deliver high quality, innovative teaching, learning and training materials (both online and face to face) for the Library's learning programmes and other teaching interventions in collaboration with the TLS team and other stakeholders
- To contribute to furthering the Library's progressive development of teaching and learning services by overseeing projects, supervising and guiding staff and taking day-to-day responsibility for areas of service delivery as and when required
- To conduct and take part in relevant research projects to further the Library's effective practice in the development of innovative and pedagogically sound teaching and learning experiences and materials, for use both face to face and digitally by a diverse community of academics and students

#### Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To develop and deliver teaching and training materials (both online and face to face), using appropriate and innovative methods and technologies across a range of Library skills programmes and credit bearing courses (e.g. My Learning Essentials, My Research Essentials, Specialist Library Support etc)
- To proactively collaborate on the overarching design and continuous improvement of the Library's teaching & learning programmes and courses by contributing pedagogic expertise, quality assurance, assessment design support as necessary
- To shape the comprehensive evaluation of the teaching & learning programmes offered by the Library, based on both qualitative and quantitative methodology, and disseminate the findings both internally and externally
- To manage individuals and groups as required. Allocate tasks, set priorities and performance targets, monitor progress against agreed standards and performance criteria, and provide effective feedback. Proactively work to ensure effective working relationships within the team and with those with whom the team interacts

- To develop and deliver teaching and resources and provide expert advice and guidance in support of TLS Specialist Library services and to deliver the TLS enquiry service working in partnership with colleagues in the Customer Services team in order to ensure the seamless referral of enquiries of a specialist nature
- To engage and work in partnership with colleagues in Schools, Faculties and other University services involved in developing relevant teaching, training and support, with the aim of ensuring joined up and comprehensive learning & skills development provision for all relevant audiences
- To collaborate with colleagues in Collection Strategies to promote and embed the Library's collections and drive a collections-focused approach to the materials and teaching delivered across TLS services
- To work with Special Collections and widening participation colleagues to ensure a joined up and comprehensive teaching and learning provision for relevant audiences.
- To seek out and learn from new pedagogical research and learning initiatives, getting involved in, and leading new interventions, pilots and research projects, where relevant
- To ensure that all data relevant to the work of the team are collected, collated, analysed and assessed for impact, based on quantitative and qualitative methodology
- To collaborate with the Library Student Team to collectively design and deliver learning programmes and services, support and initiatives
- To contribute to the work of the TLS Team and wider Library, where appropriate, in particular assisting with the development of operational plans and in implementing changes to service delivery or approach in line with Library Strategy and the changing academic environment
- To represent the University Library at appropriate internal and external meetings and to become involved in appropriate professional bodies, taking all reasonable opportunities to promote the innovation taking place at the University of Manchester Library
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

### **Person Specification:**

#### Essential knowledge, skills and experience:

- A degree or teaching qualification, or other relevant professional qualification or relevant equivalent experience
- Significant practical experience of delivering teaching in the area of academic skills & other supporting areas
- Clear and up to date knowledge of current research practice in Education
- Experience of curriculum design and/or of designing learning activities
- Knowledge of University practice in respect of teaching and learning, such as assessment, quality assurance procedures and student led initiatives
- Practical experience of project managing research or other projects
- Demonstrable familiarity with appropriate qualitative and quantitative methodologies.
- Excellent communication, interpersonal and presentation skills with the ability to present to a variety of audiences
- A methodical, well-organised and flexible approach to work

- Willingness and ability to engage proactively with the academic community and to take a leading role in promotional activities
- An ability to be pro-active and innovative, and to manage competing demands
- Ability to work flexibly in and across teams
- Excellent digital literacy including competence across office software applications and expertise with relevant functional software and systems

Desirable skills, knowledge and experience:

- A relevant postgraduate qualification e.g. PG Certificate in Higher Education
- Relevant sector qualification such as AdvanceHE/HEA fellowship, ALDinHE practitioner or equivalent
- Experience in applying for research funding and delivering research projects, funded by outside bodies
- Experience of staff management and motivation