Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>14245</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Learning and Teaching Development Manager (Evaluations)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Manager Learning and Teaching Development (Accessibility)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade:</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed-term contract for 24 months</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>26 January 2018, by 12 noon (GMT)</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>A short application form, CV and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:IET-Recruitment@open.ac.uk">IET-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

Located within the Learning & Teaching Innovation portfolio, the Learning & Teaching Development team conducts research and evaluation in support of learning and teaching, often with a focus on student experience. Working collaboratively with colleagues from faculties and other non-academic units, the team has impact on major research projects and website designs such as the Virtual Learning Environment and OpenLearn. Members of the team also support the embedding of accessibility in learning & teaching and online delivery.

The main purpose of the Learning & Teaching Development Manager (Evaluations) role is to support the work of Learning & Teaching Innovation by conducting evaluation activities and supporting the university in learning from the outcomes. This will involve working with others to plan evaluations, choosing and using appropriate evaluation methods, analysing and reporting on findings, and making recommendations.

The post-holder will work with other evaluation managers on activities such as usability or accessibility testing and user testing of university websites and software, module materials etc. Flexibility in taking on projects in new areas and working with new teams will be essential. With support from the Senior Learning & Teaching Development Manager (Accessibility) the post-holder will need to work independently, manage their day-to-day workload, manage concurrent evaluation projects, sometimes with competing priorities, for successful delivery to agreed deadlines.

Key Tasks

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder.

- Effectively manage small evaluation projects including negotiation with stakeholders, producing project plans, and reporting on progress.
- Conduct qualitative and quantitative evaluation work, including implementing data collection systems; running surveys; interviewing and conducting focus groups and user testing.
- Effectively present evaluation findings in both written reports and presentations to a range of audiences.
- Facilitate workshops on topics relating to learning and teaching.
- Working with other evaluation managers, monitor the quality of evaluation activities to ensure a high standard of delivery.

All staff are expected:

- To undertake any other duties which may reasonably be required in contribution to LTI’s Business and Operational plans
- To take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work.
- To demonstrate a strong commitment to the principles and practice of equality and diversity
3. Person specification

**Education, qualifications and training**

**Essential:**  A first degree or equivalent and at least two years relevant work experience.

**Knowledge, work and other relevant experience**

**Essential:**
- Evidence of constructive engagement with provision of effective teaching materials and/or support of learning.
- Demonstrated ability to deliver texts that show expertise, with reasonable fluency and speed in such text creation.
- Experience and knowledge of research and evaluation skills including quantitative and qualitative methods.
- Experience of conducting qualitative and quantitative evaluations.
- Ability to select appropriate evaluation methods for specific projects.
- Understanding of good usability and/or accessibility practice in relation to website design and evaluation.
- Ability to deliver and facilitate workshops to support improvements in learning and teaching practice.

**Desirable:**
- Experience of working in a learning and teaching context.
- Knowledge/understanding of learning and teaching in a Higher Education context.
- Experience of conducting expert and/or end user evaluation.
- Understanding of accessibility issues for people/students with disabilities.

**Skills, Capabilities and Qualities**

**Essential:**
- IT skills sufficient for effective management of projects, management of data, management of email, report-writing, design of presentations, and online communication and collaboration.
- Ability to work collaboratively with colleagues in different roles/teams/units.
- Willingness and ability to work flexibly and adapt quickly to different projects and environments, e.g. working with a range of different faculties and units, managing multiple projects, working with different colleagues, etc.
- Ability to effectively manage multiple projects, with competing priorities.
- Excellent communication skills for working with colleagues and evaluation participants, and ability to influence colleagues at all levels.
- Ability to work on own initiative, within defined priorities of the unit as well as collaboratively with colleagues from a number of different areas of the University.
- Committed to ‘learning on the job’ and engaging in own skill and professional development.
- Good presentation skills for the effective dissemination of research and evaluation findings, and for workshop facilitation.
- Be confident in using, or learning to use, new technologies, such as eye-tracking technology, accessibility testing tools, and innovative teaching tools, e.g. virtual reality applications.

**Desirable:**
- Experience of using and editing online tools such as blogs, wikis, websites, and repositories such as SharePoint.
4. Role specific requirements e.g. Shift working

None.

5. About the unit/department

IET’s vision places it at the hub of the OU, connecting together a network of innovation and expertise in learning and teaching and using this collective power to change the face of education. We have around 90 staff who collaborate with teams across the OU and externally.

The Institute is:

- A centre of expertise in educational technology, promoting and embedding good practice and driving professional development of staff
- At the heart of the OU, directly influencing the OU’s strategy
- Outward looking and responsive to our clients: Central Academic Units and Vice-Chancellor’s Executive
- Respected within the OU as providing strategic advice and support
- Delivering a significant volume of high impact, internationally renowned research

The Institute also plays an important role in institutional research, course development and evaluation. It works to inform, promote and support institutional learning by helping the University increase its understanding of the needs of adult learners and of its own development as a teaching institution. It seeks to achieve this through its research and evaluation work which also contributes to the University’s Quality Assurance systems and plays an important part in the external QA procedures required by the Quality Assurance Agency. The University’s external ratings rank it in the top ten teaching institutions in the UK.

The Institute provides advice on the use of modern technologies to support effective learning, particularly distance learning and e-learning, in higher education. It is committed to developing expertise in teaching and learning and to applying it, particularly to the benefit of the Open University.

In addition to studying, evaluating and influencing OU practices, we carry out basic research into learning and e-learning, and applied research into the use of new technologies. We also work in the field of professional development in Higher Education and have a strong and successful record of postgraduate teaching.

Implicit in our work is the idea that IET is a knowledge translator. It seeks out knowledge and understanding, whether from outside the OU and UK, or from within, works on it and then shares it with course teams, teachers, designers and policy-makers so that they can act on the basis of research evidence. It is outward-facing and OU-serving.

There is a thriving research higher degree programme of full time students who benefit from an onsite programme of events run by the CALRG (Computers and Learning Research Group) that include seminars with external speakers, reading groups, an annual conference and supervision by international experts in their field. We have research activity in a number of areas including, but not limited to the following:

- Computer supported collaborative learning (CSCL)
- Understanding learners’ interactions and experiences
- Mobile learning
- Informal and incidental learning
- Effective designing for learning and learner experiences
- Citizen science and public engagement
- Learning analytics
Part-time and distance research students are also catered for, through an EdD programme combining taught modules with dissertation. In addition, a taught Masters course is also available, the MA in Open and Distance Education (MAODE) which is delivered entirely online.

Members of IET work within a portfolio structure which is divided into three main themes, Academic Professional Development, Quality Enhancement and Research & Innovation. IET’s portfolio structure is flexible to be responsive to changes in the environment and in the OU’s strategic direction. Staff work collaboratively with each other across portfolios on a variety of projects and activities.

**Academic Professional Development**

IET’s expertise in professional development is co-ordinated by the Associate Director (Academic Professional Development) who has overall responsibility for the Academic Professional Development portfolio in IET.

IET delivers educational and professional development activities to enable OU staff to support the University’s e-learning and e-teaching strategy. This includes providing educational and professional development activities for staff members in a way that is engaging and effective, which has resulted in the highly successful and award winning, staff-orientated ‘Learn About’ Guides, ‘Learn About’ Fairs, the development of Cloudworks as an online ‘place to share, find and discuss learning and teaching ideas and experiences’ and the mainstreaming of the OU Learning Design Initiative across the University.

IET’s role in this area has expanded to encompass a broader field of Academic Development, including Scholarship and Research Career Development.

Additionally, IET offers a qualification for higher education staff who teach or directly support student learning, through its Masters in Online and Distance Education, and has introduced a new route to Higher Education Academy accreditation for OU staff.

**Research & Innovation**

IET’s portfolio of Research & Innovation is co-ordinated by the Associate Director (Research & Innovation). All IET research is aligned to one or more of the University’s strategic objectives and is geared to targeting a portfolio of high value, high impact bids. IET fosters collaborative research networks with Faculties and service units across the OU and externally.

Projects in the programme include research into learning in an open world, learning analytics, digital scholarship, e-assessment, researching how the net generation learns, social networking in education, learning design and mobile technologies such as the use of mobile devices in teaching and learning.

The Open University’s success in creating, developing and evaluating innovative curriculum for over 40 years, to become one of the largest distance teaching universities in the world serving some 200,000 students across the globe, has been driven in part by high quality research and development from the Institute of Educational Technology into teaching, learning and the use of technology in education. Distinctive features of this vision to ensure that the Open University remains a world leader in educational technology research are:

- Open approaches to research
- International collaboration with world class researchers
- Linking research and practice

IET has recently led the production of the first in a new series of OU Innovation Reports which explore new forms of teaching, learning and assessment for an interactive world. The third report, called Innovating Pedagogy 2014 proposed ten innovations that are already current but haven’t yet had a profound influence on education.
Quality Enhancement

Quality Enhancement is a key strategic area of work for the Institute led by the Associate Director (Quality Enhancement). This portfolio of work supports the design of a world class learning experience for students that enables them to achieve their learning goals in a timely way, and enables the OU to be responsive to shifting markets and adaptive to students’ changing needs.

A major aim of the portfolio is to deliver a process of quality enhancement across the OU that ensures that the student voice is fully represented in, and guides the design of, our research-informed, world class teaching materials.

This involves activity across a range of areas, including:

- **Learning Analytics**: Providing a package of reports and analytics to support the quality assurance and quality enhancement of the student learning experience.
- **Learning Design**: Introducing a consistent, structured design, specification and review process to support the new approvals process including qualifications.
- **Accessibility**: IET has extensive expertise in evaluating the Accessibility and Usability of materials in various online formats, with staff providing expert advice, consultancy and support both within the University and to other organisations, such as Future Learn.
- **Data wrangling**: The system in IET for gathering, reviewing and synthesising all sources of data about OU students, collaborating with Academic Units and other groups to understand and enhance the student learning experience.

Planning, Strategy & Governance

IET’s portfolios of work are supported the Associate Director (Planning, Strategy & Governance) and the Head of Operations & Business Improvement, enabling the effective running of the portfolios through provision of financial, staffing, research, curriculum and project support.

Planning, Strategy & Governance is the equivalent of the Deanery in other Academic units. Several teams are involved:

- **Planning, Strategy & Governance team** provides support for management of the Institute including project and portfolio support, staffing support, as well as specialist IT support and running the Jennie Lee Building Research labs.
- **Curriculum Management team** supports the Institute’s taught course provision, including curriculum and policy development and the management of each of the Institute’s taught postgraduate modules.
- **Research Management team** provides support to the Research & Innovation portfolio, working to enhance the Institute’s research profile.
- **Learning & Teaching Development (LTD) team** provides expertise to assist with learning and teaching development activities in IET. The LTD team have a list of publications in the Open Research Online database at LTD team’s publications in ORO.
- **Learning & Teaching Technologies team** provides programming and web based services for the full range of IET Learning, Teaching and Research activities and also leads the technology strategy and policy for IET.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Dr Chetz Colwell, Senior Learning & Teaching Development Manager (Accessibility), email: chetz.colwell@open.ac.uk.

If you have any questions regarding the application process please email: IET-Recruitment@open.ac.uk.

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>26 January 2018, by 12 noon (GMT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:IET-Recruitment@open.ac.uk">IET-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Dr Chetz Colwell</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Miss Beccy Dresden</td>
</tr>
<tr>
<td></td>
<td>Mr Andrew Brasher</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>15 February 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>Further details on the selection process will also be sent to shortlisted candidates.</td>
</tr>
</tbody>
</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview.

If you do not hear from us by 9 February 2018 you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.