Deputy Head Education Technology

Department	Education Enhancement (www.strath.ac.uk/professionalservices/educationenhancement/)		
Faculty	University Secretary		
Staff Category	Administrative and Professional	Reference No	638073
Reports To	Head of Education Technology	Grade	8
Salary Range	£45,585 - £56,021	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	25/08/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).	On Site Facilities	Car parking, sports centre, catering.
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

Deputy Head of Education Technology at the University of Strathclyde

The University of Strathclyde is seeking a dynamic and experienced Deputy Head of Education Technology to join Education Enhancement and manage highly motivated multidisciplinary team in delivering our Digital Learning and Teaching ecosystem (Myplace). Reporting to the Head of Education Technology, you will play a critical role in operational management, team leadership, and the development of the Myplace (Moodle) digital teaching and learning platform. This position requires expertise in education technology, learning design, and systems thinking, along with a proven track record in successful delivery of technology-based educational enhancement projects.

In this role, you will manage the Myplace support service, oversee complex digital education projects, and provide specialist advice on learning design and technology. You will also deputise for the Head of Education Technology in various committees and project meetings, ensuring effective delivery of strategic objectives and fostering strong relationships with internal and external stakeholders. The ideal candidate will have excellent communication and people management skills, a proactive approach to problem-solving, and the ability to work both independently and as part of a team. This is an exciting opportunity to contribute to the university's strategic education priorities and enhance the digital learning experience for students and staff alike.

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Learn more about our vision for outstanding education and student experience at Strathclyde 2030.
Education Enhancement: https://youtu.be/sNg_gVJVVw8?si=9LAquTkHWLisH5bs

Job Description

Brief Outline of Job:

Reporting to the Head of Education Technology, the individual will manage a multi-disciplinary team of Learning Technologists and Education Technology developers to deliver the University's Digital Learning and Teaching eco-system. This post will play a critical role in the operational management and leadership of the Education Technology team, aiding in the development and delivery of the Myplace digital teaching and learning ecosystem. The individual in this role requires expertise in, Education Technology, Learning Design, and Systems Thinking and will have experience in delivering technology-based educational enhancement change projects with multiple strands of activity and a broad range of stakeholders. They will play a pivotal role in managing and coordinating developments related to key strategic objectives, and the operational delivery of work packages and dissemination of outcomes which support identified enhancement activity across faculties and professional directorates, including stakeholder engagement, communications plans, pilot schemes and interventions, and production of deliverables such as reports, resources, and toolkits.

Main Activities/Responsibilities:

1.	Drive the development and implementation of Education Enhancements education technology initiatives aligned to the University Digital Strategy, The Strathclyde Online Learning Strategy and Institutional Strategic Education priorities. The role will require leadership learning and systems design, communication, guidance and support, resource prioritization and project management for effective implementation of a robust digital education infrastructure.
2.	Manage a team of learning technologists and digital education system support staff, providing leadership, development, mentorship and fostering a positive work environment and a culture of innovation, teamwork, and continuous improvement.
3.	Manage the Myplace Support service (including Myplace Helpdesk, self-service support resources and regular communications), ensuring a sustainable, continuous improvement approach, alignment with institutional strategic needs, and catering to diverse stakeholder requirements across the university community. This includes managing the operational response in the event of a Critical Incident impacting the Myplace VLE and associated services. This role will Deputise for the Head of Education Technology as the Business-Critical Incident Manager when required.
4.	Deputise for the Head of Education Technology in relevant committees and project meetings as needed providing assistance including document preparation, relationship-management and consultation in support of a complex portfolio of Education Technology projects and initiatives.
5.	Manage, lead and/or participate in a range of large scale, complex digital education projects. For example: Graduate and Degree Apprentice PebblePad Implementation for Work Based Learning
6.	Direct and develop the ongoing creative design of the online learning portfolio environment for the work-based learning assessment and compliance component of the graduate and degree apprenticeships. Ensure the service provision and developments are informed by regulatory requirements e.g. Education Skills Funding Agency and OFSTED as wells as expertise in educational design to support learner and programme needs.
7.	Build and maintain effective working relationships, collaborations and partnerships with staff and key stakeholders both internal and external to the University e.g academic and faculty-based learning technology, wider-professional services staff and external education technology partners.
8.	Provide specialist learning design and technology advice and guidance to university colleagues with an emphasis on evidence-based design and promoting good practice in online, digital and flexible education across the institution.
9.	Offer expert advice and support to the Head of Education Technology and broader EE leadership team, to ensure successful project outcomes and ongoing effective development and deployment of education technology within the University.
10	Stay abreast of national and international developments in digital education, leveraging insights to inform strategic planning and support the institutional strategy for delivering exceptional education and student experience.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1	Educated to degree level (or equivalent professional work experience)

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| D1 | Postgraduate Certificate in Teaching and Learning in Higher Education or equivalent |

Experience

E2	Proven ability in both direct line management of personnel and overseeing staff resources outside one's immediate supervision
E3	Experience of providing advice and guidance to subject experts in the development of online and/or blended courses
D2	Experience of supporting data-informed learning and teaching initiatives (such as learning analytics) to support online and/or blended learning
E4	Experience of delivering initiatives to successful conclusion, according to agreed requirements
E5	Breadth and depth of knowledge and expertise in digital education including a range of learning technologies and other software
E6	Experience of negotiating and working collaboratively with diverse professional and academic colleagues
E7	Evidence of relevant experience of working as part of a team and on own initiative
E8	Knowledge and appreciation of project management principles and methodology
D3	Experience of project management
D4	Experience of management of committees, steering groups or project groups and support for senior colleagues
D5	Experience of providing responsive and timely support in the use of learning technologies

Job Related Skills and Achievements

| E9 | An awareness and understanding of current and emerging trends in digital education |
| E10 | Excellent organisation, prioritisation and time management skills |

Personal Attributes

E11	Excellent communication, interpersonal and presentation skills, with the ability to effectively engage with diverse groups and to transfer skills and knowledge to stakeholders
E12	Ability to work under pressure and to tight deadlines
E13	Proactive and solutions focussed, able to apply initiative to maintain progress

Other Relevant Factors

E14	Professional integrity – fair, tolerant, honest, consistent and understands personal impact
D6	Experience of working in Higher Education in a similar role
D7	An awareness of the need to maintain the confidentiality of sensitive information

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Scott Walker, Head of Education Technology, scott.walker@strath.ac.uk .

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 02/09/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.

Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr .

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: https://www.uss.co.uk/for-members/youre-a-new-joiner. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024