



Dublin City University

National Institute for Digital Learning

Head of the Open Education Unit

Up to 5 Year Fixed Term Contract

Context

Dublin City University (DCU) is a young, dynamic, research-intensive, and globally-engaged institution that is distinguished by its vision and strong commitment to transforming lives and societies. As Ireland's University of Enterprise, and fastest growing university, it is characterised by a focus on innovation and social entrepreneurship, and proud tradition of promoting access to higher education through new technologies and flexible models of teaching and learning. Excellence in its education and research activities has contributed to DCU's consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50). In the context of an exciting and ambitious new Strategic Plan (2018-2022) the University is looking to recruit a talented, strategic and future-focussed leader for the next stage of its development.

Open Education Unit

DCU is known for its excellence in online education and over the next three years plans to expand its delivery of online programmes through our DCU Connected platform. The University has over 30 years' experience of providing online distance education and continued investment and development in new design and delivery models under the strategic leadership of the National Institute for Digital Learning (NIDL) remains core to its institutional mission.

The OEU currently plays an important role internally in promoting, managing, and evaluating the quality of online programmes. In the future, however, the OEU is expected to work more closely in partnership with Faculties to support the development of a wider suite of DCU Connected course offerings. It will also continue to provide support, expert advice and leadership in the design of world-class online learning experiences. NIDL staff contribute and play key leadership roles both nationally and internationally in major professional bodies in the area, including the Irish Learning Technology Association, Educational Studies Association of Ireland, European Association of Distance Teaching Universities (EADTU), European Distance and eLearning Network (EDEN), and International Council for Open and Distance Education (ICDE).

Reporting directly to the NIDL Director, with a close relationship to the Dean of Teaching and Learning, the Head of the OEU will play an important role in the successful implementation of DCU's

new Strategic Plan (2018-2022) by supporting Faculties to develop a wider range of more flexible online modules and programmes. Building upon a proud history of pioneering developments in blended, online and digital (BOLD) education, and working with an innovative team of colleagues, this post offers an exciting opportunity for the successful candidate to make a significant contribution to the future of DCU, and the wider provision of access to higher education throughout Ireland, and beyond.

Job Description

The Head of the OEU is an exciting role responsible for the effective leadership of the Open Education Team and for ensuring positive and productive relationships with key internal and external stakeholders. A key role of the Head is to spearhead, working closely with Faculties, Schools and relevant academic partners, the development of new online programmes through the DCU Connected platform. The Head will also oversee the efficient and effective design and delivery of online course offerings managed and administrated directly by the OEU. This work involves developing, implementing and monitoring priority initiatives, leading the Open Education Unit Management Group, managing staffing, ensuring appropriate professional development opportunities, regular performance reviews, oversight of DCU Connected marketing and promotional events, ensuring the academic quality of online programmes, participation on relevant committees, and effectively managing the budget. Another important role of the Head of the OEU, under the wider leadership and direction of the NIDL Director, is to support a strong culture of research and innovation in BOLD education.

Key Areas of Responsibility

- Effective leadership of the Open Education Unit
- Chairing of the Open Education Management Group
- Line management of academic staff and key administrative staff
- Oversight and development of internal operational policies and procedures
- Active and constructive contribution to the NIDL Leadership Group
- Developing, implementing and monitoring an annual priority initiatives plan aligned with the University's Strategic Plan (2018-2022)
- Liaison with key internal stakeholders in the development of online courses, including, Heads of School, Associate Deans for Teaching and Learning and Programme Chairs along with oversight of the DCU Connected Advisory Group
- Identifying, contributing to and reviewing new business development opportunities with strategic external partners
- Oversight of the distinctive and transformative DCU Connected platform, including marketing and promotional events, learning design and delivery model, quality enhancement, and annual reviews
- Oversight of the Open Education Unit Teaching and Learning Committee
- Liaison with the Human Resources Unit on all personnel matters such as contracts, recruitment, training needs, etc.
- Liaison with the Teaching Enhancement Unit on matters related to staff professional development and DCU's virtual learning environment (Loop)
- Liaison with Registry on all student registration matters relating to DCU Connected and Open Education students

- Liaison with the Library, Student Support and Development, and Information Systems Services on relevant matters relating to the support of DCU Connected and Open Education students
- Accurate setting, effective management and regular reporting of internal university and relevant external budgets
- Participation in relevant DCU committees and working groups relevant to strategy and policy development in the area of BOLD education
- Support for a strong culture of research and innovation in BOLD education
- Support for NIDL research activities, including relevant events and publications, and external partnerships and funding applications
- Active contribution to relevant external professional bodies (e.g., European Association of Distance Teaching Universities)
- Any other duties as requested by the Director, National Institute for Digital Learning in consultation with the Dean of Teaching and Learning

Person Specification

Applicants for Head of the Open Education Unit should hold a doctorate or relevant advanced postgraduate degree, as a minimum. They need to have demonstrated ability and experience in strategic leadership, business development, and operations and personnel management, along with relevant teaching and learning experience, particularly in the area of BOLD education.

A background of teaching and/or working in a university environment is preferable along with a track record of the adoption of a scholarly and evidence-based approach to all areas of practice. The successful applicant will have excellent communication and project management skills and the ability to successfully work with both academic and administrative staff at all levels across a large institution. Ideally, the Head will have strong awareness of new and emerging developments in online education and an excellent knowledge of the higher education literature. The successful candidate should also be well connected to relevant professional networks and communities. A commitment to supporting a strong culture of research and development in the area is essential.

Location: Glasnevin Campus

Direct Report

The Head of the Open Education Unit (OEU) reports to the Director of the National Institute for Digital Learning (NIDL). There is also a close working relationship between with the Dean of Teaching and Learning.

Key Relationships

- Director, National Institute for Digital Learning
- Dean, Teaching and Learning
- Associate Deans for Teaching and Learning
- Heads of Schools
- Head of Teaching Enhancement Unit
- Head of The Ideas Lab

- Head of Learning and Development Unit
- Director, Information Systems Services
- Director, Library Services
- Director, Student Support and Development

General Information

All Appointments will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Salary Scale: Professor (Associate Professor) or equivalent - €80,657.00 - €91,266.00

Closing Date

27th January 2018

Informal Enquires

Professor Mark Brown, Director, National Institute for Digital Learning

Telephone: 353 (0) 1 700 6317

Email: mark.brown@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref: # 743 Head, Open Education Unit**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0) 1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Ireland.

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