Dublin City University
Digital Learning and Design Unit

Dublin City University’s Strategic Plan, Talent, Discovery, and Transformation, 2017-2022, commits the University to furthering its development of online and blended learning, building on its long-standing expertise in providing online education to students over the past 20 years. The University now wishes to further expand its capabilities in delivering high quality online and blended programmes to its students, thereby delivering on its strategic commitment to deliver flexible learning that transforms lives and societies.

In an exciting new development, the University is creating a new unit, the Digital Learning Design Unit, are recruiting a team of Digital Learning Developers and Support Officers. This team will work with academic colleagues in the faculties to support the design and development of blended learning for a range of undergraduate and postgraduate programmes.

Dublin City University now seeks applications from individuals wishing to be part of this exciting development. We are seeking individuals for the following positions:

- Senior Digital Learning Developers (Senior Administrative Assistant Grade V)
- Digital Learning Developers (Administrative Assistant Grade IV)
- Senior Digital Learning Support Officers (Secretarial Grade III)
- Digital Learning Support Officers (Secretarial Grade II)

Appointments will be made on a fixed term contract basis up to eighteen months’ duration.

Role Profiles

Senior Digital Learning Developers and Digital Learning Developers

Digital Learning Developers will work with and assist academic staff in the design, re-design, development, and deployment of programmes and modules that will be delivered in hybrid and highly blended formats. Successful candidates will provide pedagogical and technical guidance and assistance, empowering academic programme teams to deliver an exciting and inclusive student learning experience.

This post offers an exciting opportunity for the successful candidate to make a significant contribution to the enhancement of teaching and student learning in DCU. The Digital Learning Developer will promote the continuing development and professional practice of colleagues from across the University. They will develop, provide expertise and contribute to module design and delivery in online environments. The successful candidate will also work in close partnership with Schools and Programme Chairs to provide quality enhancement and programme level curriculum development.
They will promote effective practice, foster strong communities of interest in specialist areas, and enhance flexible and blended approaches to course design and delivery, thereby contributing to DCU’s Teaching and Learning Strategy. The role will report to the Head of Service (or his/her nominee).

**Digital Learning Support Officers and Digital Learning Support Assistants**

Digital Learning Support Officers and Assistants will work with academic and other relevant staff in the development and deployment of programmes and modules that will be delivered in hybrid and highly blended formats. Successful candidates will provide pedagogical and technical guidance, empowering academic programme teams to deliver an exciting and inclusive student learning experience.

This post will assist with the design, coordination and delivery of online programmes for an assigned group. The post holder will be tasked with building and maintaining a number of key relationships with Academic Staff, Schools, DCU Staff and Students. The Digital Learning and Support Officer will report to the Head of Service (or his/her nominee). The role will liaise closely with the Academic Team, the Teaching Enhancement Unit, and Heads of DCU School and Units. This will include development, deployment and coordination of assigned digital learning activities. The post holder will also act as liaison with their relevant stakeholders. The projects for which the post holder will be accountable are multifaceted in nature and will evolve over time. The role involves the ability to deal effectively with a wide variety of user and interest groups from staff, students, teachers.

**Qualifications and Experience**

**This positions are open to candidates who meet the following criteria:**

**Senior Digital Learning Developers and Digital Learning Developers (Grade V and IV)**

**Mandatory**

- Candidates must have a Primary Degree or equivalent in an appropriate area.
- Candidates must have 3 years’ relevant experience to be considered for the Grade V role
- Knowledge and comprehension of relevant technologies required to assist technology-enhanced learning and capacity to use the same
- Candidates must possess knowledge of virtual learning environments, multi-media applications and demonstrate a good knowledge of the field of digital learning.
- Exhibit a high degree of communication skills both written and oral
- Possess excellent interpersonal skills and the ability to establish effective working relationships with a range of staff
- The ability to work independently and successfully as part of a team.
- Establish clear priorities and be able to manage their own workload
- The ability to work independently and successfully as part of a team

**Desirable**

- Experience working with multimedia packages including video production and editing
- Experience in a higher education environment
Digital Learning Support Officers and Digital Learning Support Assistants (Secretary Grade III and II)

Mandatory

- Candidates must hold a leaving certificate or equivalent and a recognised Office Administration / Secretarial course.
- Candidates must have a minimum of three years’ relevant experience to be considered for the Secretary Grade II role.
- Candidates must have a minimum of five years’ relevant experience to be considered for the Secretary Grade III role.
- Demonstrate a knowledge of and an interest in digital learning
- Be comfortable with technology and be able to learn new tools and technologies quickly
- Have the ability to work as an integral part of a team
- Establish clear priorities and be able to manage their own workload following a plan
- The ability to work independently and successfully as part of a team.
- Demonstrate excellent communication skills.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training:
Orientation, Health & Safety, Manual Handling, First Aid and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Senior Digital Learning Developers (Senior Administrative Assistant Grade V) € 48,2215 - € 58,098
Digital Learning Developers (Administrative Assistant Grade IV) € 35,939 - € 53,715
Senior Digital Learning Support Officers (Secretarial Grade III) €33,945 - €43,301
Digital Learning Support Officers (Secretarial Grade II) €27,614.00 – €34,130

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the relevant salary scale in line with Government pay policy.

Closing date: 12th of June 2020

Additional Information
A panel may be formed from this competition. Successful candidates who are placed on this panel may be offered future roles, which arise in the future. This panel will expire six months following the date of interview for this competition.
Informal Enquiries in relation to this role should be directed to:

Mr. William Kelly, Deputy Registrar / Dean of Teaching and Learning, Dublin City University.
Phone: +353 (01) 700 5251
Email: William.kelly@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.

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #NR045 Digital Learning and Design Unit Vacancies

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.