Dublin City University  
National Institute for Digital Learning 

Head of the Teaching Enhancement Unit (Administrator II)  
(Five Year Contract) 

1. Context 

The Teaching and Learning Strategy (2012-2017), incorporating the National Institute for Digital Learning (NIDL) and the Teaching Enhancement Unit (TEU), forms a central element of DCU’s strategic intent to position the University as one of the leading institutions internationally in relation to educational innovation. It focuses on providing a 21st Century learning experience for all students—undergraduate and postgraduate, full-time and part-time, school leavers and mature, Irish and international. DCU’s approach to teaching enhancement is underpinned by a commitment to promoting contemporary models of pedagogy informed by the best available research, an emphasis supporting Generation 21 graduate attributes through programme-wide curriculum redesign, and the development of a Digital Campus and distinctive DCU technology-enhanced approach to learning enabling our students to flourish in the 21st Century society. 

The TEU plays a key role in supporting Faculties and the effective implementation of DCU’s Teaching and Learning Strategy, and related strategies. Building upon existing pioneering developments in digital learning, and working with a dynamic team of colleagues, 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. 

2. The Teaching Enhancement Unit 

Reporting directly to the Director of the National Institute for Digital Learning (NIDL), with a close relationship to the Dean of Teaching and Learning, the Head of the Teaching Enhancement Unit (TEU) is expected to play an active role in supporting Faculties and the implementation of the Teaching and Learning Strategy across DCU. 

Major areas of activity include: 

• Support for core teaching enhancement activities including workshops, seminars, master-classes and related accredited professional development opportunities.  
• Support for strategically targeted teaching enhancement and continuing professional development activities, which promote effective use of technology for teaching and
learning for both blended and fully online delivery.
• Support for DCU’s Digital Campus including pedagogical oversight of the Virtual Learning Environment (i.e., Loop) and relevant advice and input to the design and effective use of physical learning spaces.
• Promotion of teaching innovation and excellence across DCU including management of the President’s Awards for Teaching Excellence and promotion of internal and external incentive schemes for fostering innovations in teaching and learning.

Key duties of the Head of the Teaching Enhancement Unit include:

• Leadership of the Teaching Enhancement Unit
• Management of a team of academic developers and learning designers
• Identifying, managing and monitoring major priority initiatives
• Management of university and external budgets allocated for support of teaching and learning
• Support, co-ordination and evaluation of continuing professional development activities for academic staff across DCU
• Liaison with key stakeholders across the University, including, in particular, the Associate Deans for Teaching and Learning in terms of supporting Faculty requirements
• Support, co-ordination and evaluation of the pedagogical components of DCU’s Virtual Learning Environment (Loop)
• Support for promoting the Scholarship of Teaching and Learning (SOTL) in higher education across DCU
• Support for DCU strategy and policy development in the area of teaching and learning
• Participation in relevant DCU committees and working groups in the area of teaching and learning
• Collaboration with other institutions and external bodies (e.g., National Forum for the Enhancement of Teaching and Learning in Higher Education) on teaching and learning initiatives
• Any other duties as requested by the Director, National Institute for Digital Learning in consultation with the Dean of Teaching and Learning

3. Key relationships

• Director, National Institute for Digital Learning
• Dean Teaching and Learning
• Associate Deans for Teaching and Learning
• Heads of Schools
• Head of Open Education Unit
• Head of Training and Development Unit
• Director, Information Systems Services
• Director, Library Services
• Director, Student Support and Development

4. Person specification

The successful candidate will have an excellent knowledge of the literature on academic development, the emergence of new models of teaching and learning, and the use of new learning technologies for educational purposes. An appreciation of the implications and
challenges of promoting a 21st Century learning experience arising from changing student needs, as well as national and European policy developments is essential. Excellent project management and communication skills are required, in particular in relation to working with academic and support staff at all levels across a large institution and with colleagues from other institutions. Knowledge of relevant theory and research, coupled with evidence of a commitment to innovation and supporting scholarship in this field, is essential.

Applicants must hold an appropriate post-graduate qualification and five years relevant experience. Experience of teaching in a higher education environment is preferable along with evidence of leadership skills and demonstrated ability to adopt a scholarly and evidence-based approach to all areas of practice. The successful candidate must be able to demonstrate significant expertise in developing, coordinating and delivering professional development to academic staff in relation to enhancement of academic practice. In addition, the successful applicant will have an excellent knowledge of the role of new learning technologies in supporting teaching, learning and assessment.

Salary Scale:

€54,331 - €83,023

Closing Date: 21st August 2015

Informal enquiries to:

Mark Brown, Director National Institute for Teaching and Learning
E-mail: mark.brown@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #164

Application Procedure
Application forms and further details may be obtained from the Human Resources Department and on the vacancy web site. http://www.dcu.ie/vacancies/index.shtml
Closing date: 21st August 2015

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