



**Lead Learning Designer (Administrator I)**  
**Office of Vice-president Academic Affairs (Registrar)**  
**Fixed-Term Contract up to 31<sup>st</sup> March 2025**

## **Introduction**

Dublin City University [www.dcu.ie](http://www.dcu.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Project Overview**

Over its relatively short history has developed a strong reputation nationally and internationally for pioneering innovations in higher education. The university is embarking on a period of significant investment in learning innovation across all of its Faculties. The DCU Futures initiative will help us transform the learning experience of undergraduate students at DCU, reconceptualizing learning opportunities, creating authentic connections between the classroom and enterprise, and embedding digital literacies, disciplinary competencies and transversal skills required to truly future-proof our graduates for the rapidly changing workplace. DCU is joined in this project by a strong consortium of enterprise partners, representing key employment sectors in the Irish economy and with a strong

presence in DCU's primary catchment area. This programme of innovation is funded under the Irish government's Human Capital Initiative (HCI) supported by the National Training Fund. It will deliver on the ambitions we have to reimagine undergraduate curricula and to embed innovative pedagogies, enhanced use of technology and deep industry engagement.

Further to this DCU as a partner of the Irish University Association led HCI project to develop a Multi-Campus Micro-Credentials (MC2) will develop innovative micro-credential offerings. Through the MC2 project, the IUA universities will lead the establishment of a national framework for European Credit Transfer System bearing, quality-assured micro-credentials, the first in Europe. This will facilitate the development of a programme of micro-credentials, each flexibly delivered and accredited by a university and included within the National Framework of Qualifications (NFQ). The project furthers the universities' commitment to work in partnership with government and enterprise to drive lifelong learning in Ireland.

### **Role Profile**

The Lead Learning Designer will provide leadership in designing, in developing, and in deploying programmes, micro-credentials and modules for online, hybrid and highly blended formats, to realise DCU's transformation objectives under the HCI initiative. The Lead Learning Designer will lead the effort to create innovative and reflexive learning solutions to empower academic teams to deliver an exciting and inclusive learner experience. This post offers an exciting opportunity for the successful candidate to make a significant contribution to the enhancement of teaching and learning in DCU. They will lead, develop, provide expertise and contribute to learning design and delivery in online environments and enhance flexible and blended approaches to course design and delivery, thereby contributing to DCU's Teaching and Learning Strategy.

### **Relationships**

The role will report to the Head of Unit (or his/her nominee). Building positive relationships with academic staff, professional support staff, technicians and pedagogical specialists and engagement with key stakeholders within and outside of DCU is an important part of this role

### **Duties and Responsibilities:**

- Lead out on the engagement with faculties, schools, and programme teams in the development of synchronous and asynchronous learning activities whilst adhering to quality and accessibility standards, engage in copy-editing, scripting and storyboarding of learning activities across multiple online and blended offerings.
- Develop design templates for online, hybrid and blended delivery.
- Promote, nurture and develop relationships with a range of stakeholders including academics and professional services.
- Plan and construct, develop and design innovative digital learning solutions and resources using a range of multimedia applications and using a variety of specialist tools and skills including video editing, animation, and screen casting

- Decide and advise on technologies to support the engagement of learners online and investigate trends in digital learning and technology and implement appropriate solutions.
- Conduct and design quality reviews, UX and usability testing.
- Manage a team of learning designers and other support staff, as directed by the Head of Unit to a defined production schedule.
- Assist in the design and delivery of demand-led workshops in response to requirements.
- Produce, disseminate, review and deliver outputs to deadlines and to the highest of standards.
- Complete administrative duties including reporting and document management.
- Assist in marketing and research activities.
- Liaise with other Units and Central Services where appropriate.
- Carry out other such duties as determined and directed by the Head of Unit.

### **Qualifications and Experience**

Applicants for this post must have a primary degree or equivalent (NFQ Level 7) in an appropriate area, to include a digital or information technology component, with at least five years' relevant experience in a similar role.

In addition, the ideal candidate will have:

- Considerable knowledge and experience of designing and developing programmes, modules and/or micro-credentials in either the Moodle or the FutureLearn platforms for fully online, blended or hybrid delivery in higher education.
- Considerable knowledge and experience of the application of learning design approaches, quality frameworks, UX and accessibility in an online context using either the Moodle or FutureLearn platforms.
- Extensive knowledge and applied experience of multimedia applications and have an in-depth knowledge of the field of digital learning.
- Experience with working with multimedia packages for learning including video and audio production and editing.
- Deep and relevant experience of relevant technologies required to support online, blended and/or hybrid learning in a higher education setting.
- A Masters qualification, in which digital or information technology is a component and / or a higher level qualification in education
- Professional experience leading, managing or coordinating a learning design production team and managing the activities of others in supporting the completion of planned activities.
- The ability to lead a team in contributing to a programme or module design plan.
- A high level of communication skills, advanced written and spoken English.
- The ability to establish clear priorities and be able to manage their own workload and provide regular progress reports.

**Mandatory Training**

The successful candidate will be required to undertake the following mandatory compliance training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required.