# Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

**Job title:** Learning Design Manager (LSE - University of London Programmes)

**Department/Division:** Extended Education
**Accountable to:** Senior Programme Manager (Assessments & Quality)

**Background**
Currently over 10,000 students across nearly 40 countries study for a University of London (UoL) undergraduate degree, academically designed and examined by the LSE at one of 30 Recognised Teaching Centres or through distance learning. The UoL was the originator of distance learning more than a century ago and the programmes are steeped in history, boasting numerous notable alumni including Nobel prize winners and a number of world leaders. The programmes represent a valuable revenue source for the School, generating critical funds to invest in teaching and research activity. LSE's programmes range across the School's specialist areas of Economics, Management, Finance and Social Sciences (EMFSS). The EMFSS suite of programmes is managed by the LSE Office for UoLP (University of London Programmes), which is itself part of the Extended Education Unit. This is a highly successful and commercially driven unit that delivers LSE's open enrolment short courses and distance learning degree programmes and makes a major contribution to LSE's funding.

**Job Summary**
The post holder will work as part of LSE UoLP Team and will have overall responsibility for management and delivery of online material via our Virtual Learning Environment (VLE) for both Online Taught and Locally Taught programmes. Reporting to the Senior Programme Manager (Assessments & Quality), the post holder will be responsible for:

- Managing and maintaining the VLE for both Locally Taught (Moodle) and Online Taught (Canvas)
- Liaison with external partners including, staff at UoL (awarding body), external suppliers, EdTech partners and academic staff at LSE to ensure high quality resources.
- Advising academics on Moodle and Canvas functionality and development of course and video content to ensure their courses remain interactive and engaging for students.
- The continuous enhancement of course resources for the suite of EMFSS Degrees.

The successful candidate must have demonstrable experience of working in the field of learning technology management, ideally within the Higher Education Sector, as well as experience of developing online learning resources and the technical administration of a Virtual Learning Environment (VLE).

**Duties and Responsibilities**

## Virtual Learning Environment (VLE) Management

- Manage various administrative processes, such as requesting additional users, upload of new content, transferring and updating of existing content, posting announcements to the VLE and responding to technical enquiries from staff and students.
- Liaise with LSE's EdTech partner to help manage and run the VLE for Online Taught students
- Assist LSE academics with iteration processes required on the VLE including set up revision webinars and developing new video content as required
- Liaise with learning technology staff at UoL and related bodies, as required.
- Liaise with other divisions of UoL including Student Experience, Management Information, Online Library & the Teaching Centres team, as required to improve the student experience of the VLE.
- Liaise with internal LSE departments e.g. LSE LIFE, Digital Skills Lab, Eden Centre, and the Programme Development team on repurposing/developing and maintaining online content for UoLP students and teaching staff
- Liaise with professional videographers and animators and undertake simple video editing and processing as required.
- Ensure resources are developed in such a way that they are accessible to all staff and students.
- Organise the delivery of online surveys, VLE forums and webinars
- Keep abreast of technical developments in the field, to bring them to bear on the VLE team's work, as appropriate.

## Learning Design

- Manage the continuous improvement of course resources across the suite of EMFSS Programmes, such that they remain accurate and of a high standard by utilising the latest and most appropriate application of learning design and technology available.
- Communicate effectively and persuasively with academic staff at all levels for the commissioning and production of course content.
- Support and advise Subject Guide Authors on VLE platforms, requirements, and deadlines, liaising with Academic leadership to escalate where appropriate.
- Review, maintain and enhance existing online course materials ensuring delivery to tight schedules and programme requirements. Support and facilitate the delivery of webinars by academic staff.
- Coordinate and supervise programme resource audits to ensure all resources are up to date.
- Work with LSE's EdTech partners and LSE academics to project manage the build of new courses in the Online Taught VLE
- Identify new opportunities for Programme innovation to improve the quality of our offer.

## Project Support

- Actively input into ongoing work to enhance the VLE, providing data and advising as required on platform capabilities, functionality, and limitations.
- Work closely with the Team to identify future VLE needs and design requirements.
- Liaise with the Recognised Teaching Centres, in conjunction with the Senior Business Development Managers, to understand their VLE requirements, developing an engaging and useful platform for Teaching Centre resources.

## Other

Contribute to the production of reports and papers for LSE and University of London committees.
- Support staff at regional Teaching Centres as required to enable them and their students to make best use of the VLE
- Attend and represent LSE at Learning Technology conferences and meetings.

**Flexibility**
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

**Equity, Diversity and Inclusion (EDI)**
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

**Ethics Code** Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code.  It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

**Environmental Sustainability**
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.