



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

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

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

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level or equivalent experience	E
	Experience working in the field of learning technology or learning design, including the development of online learning resources	E
	Experience working in higher education or similar academic environment	E
	Experience of technical administration on Moodle and Virtual Learning Environments (VLEs)	E
	Experience of web development using HTML, CSS and JavaScript	D
	Experience working on distance learning programmes	D
	Professional or academic qualification in learning design or other educational discipline	D
	Experience in the creation of video content for educational purposes	D
Communication	Evidence of excellent communication skills (written and oral)	E
	Experience of working in partnership with academic staff	E
	Experience in facilitating webinars or other live online interactions	D



Teamwork and motivation	Experience of working effectively within a small team	E
	Experience working with videographers or animators to produce educational video materials	D
Liaison and networking	Experience liaising with colleagues in external organisations	E
	Evidence of having built a network of peers in the field of learning technology and design	D
Service delivery	Ability to respond effectively and promptly to technical queries and requests from colleagues and students	E
	Evidence of ability to organise a production workload across several projects at the same time	E
Investigation, analysis and research	Examples of having found solutions to practical and technical problems	E
	Evidence of ongoing commitment to self-development	E
	Experience in evaluation of the effectiveness of online learning materials and processes	E

E – Essential: requirements without which the job could not be done

D – Desirable: requirements that would enable the candidate to perform the job well