JOE DESCRIPTION

GRADUATE INTERNSHIP: LEARNING DESIGN

Section: Learning and Teaching
Location: Ipswich (Waterfront) Campus.
Grade: 3
Contract status: One Year Fixed Term contract
Hours of work: 37
Pension: USS
Annual Leave entitlement: 25 days pa, plus Bank Holidays
Responsible to: Head of Learning Information and Environments
Reports on a day-to-day basis to: Digital Learning Opportunities Manager

Purpose of the job:
The Graduate Internship: Learning Design role will work as part of the University’s Learning Design team. They will support the Learning Designers in the development of learning spaces and activities within the University’s online learning environment, Brightspace and associated support platforms.

The role holder will develop a good understanding of online learning design and blended, active pedagogic practices; and Course Design Blueprint.

The role holder will be expected to work closely with colleagues in the Directorate of Learning and Teaching and colleagues from course teams, and the wider University at all levels.

Role Outline
Under the supervision of the Digital Learning Opportunities Manager the role holder will be expected to

1. work with learning design and wider department colleagues to design and redesign learning activities and materials for student support guides and modules.

2. work in partnership with course teams in order to proactively support staff in their use of learning technologies in the design and redesign content presented in Brightspace, associated with a range of learning activities, modules, assessments and academic programmes.

3. work in partnership with course teams to develop content using a range of software and media to deliver learning activities within the Online Learning Environment (OLE).

4. to attend training courses to maintain professional and personal development, and as identified as relevant to the role to undertake any other tasks and functions as identified

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.
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by the Digital Learning Opportunities Manager or wider management team within Library and Learning Services;

5. work in accordance with the equal opportunities, diversity, and health and safety policies in the institution;

6. contribute to projects and initiatives as identified by the Senior Management Team of Libraries and Learning Services as required.

**Selection Criteria**

Candidates will be assessed against the following essential/desirable attributes:

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<th>Essential</th>
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<tr>
<td><strong>EDUCATION AND QUALIFICATIONS</strong></td>
<td>• Level 6 academic qualification, undergraduate degree or equivalent</td>
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<td><strong>KNOWLEDGE AND EXPERIENCE</strong></td>
<td>• Experience of the using the University Online Learning Environment, Brightspace.</td>
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<td><strong>SKILLS</strong></td>
<td>• Ability to clearly present and articulate information verbally, as well as in writing to a range of audiences • Ability to use a range of information technology • Keen eye for detail and appreciation for the importance of accuracy • Ability to deconstruct problems and technical issues, trouble shooting, resolving or reporting as required.</td>
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<td><strong>ATTITUDE</strong></td>
<td>• Flexible and positive attitude responding to fast paced and changing environments • Strength of character including self-motivation and commitment to completing tasks • Student focussed • An understanding of and commitment to Equal Opportunity Policies, and the ability to promote</td>
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<td>A commitment to undergo appropriate training and development as identified through annual performance reviews.</td>
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**APPOINTMENT TERMS**

Full time. based on 37 hours per week, fixed term for one year from the start date.

Salary range will be within range £18,342 - £20,685 per annum.

*NB These roles are only open to students of the University of Suffolk who are completing their degree programmes this summer.*

**FLEXIBLE WORKING**

We consider flexible working requests for all our vacancies. e.g. adjustments to the working location, hours, time, or working on job share basis.

We are a Top 30 Employer for Working Families 2016 and 2017 but we recognise that flexible working is not just for parents and carers. Our inclusive Flexible Working policy is open to all our staff and designed to support our people achieve a positive work-life balance, regardless of their personal circumstances.

**Equality, Diversity and Inclusivity**

The University of Suffolk is a diverse and vibrant community and is committed to providing equality of opportunity to all staff and students. Our approach is inclusive; valuing the contribution of every member of the institution and the communities we serve.

As users of the Disability Confident scheme, we guarantee to interview all applicants who declare a disability and who meet the minimum essential criteria for the vacancy.

**NO SMOKING POLICY**

A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.

**APPLICATIONS**

Please see below for specific instructions on how to apply. Please note that applicants who fail to return all the documents asked for may be discounted.

**To apply for this post:**

- All forms and information, including our Guidance notes on how to apply and the Privacy Notice for Candidates, can be found on our website [http://www.uos.ac.uk/jobs](http://www.uos.ac.uk/jobs)
- Complete the Application Cover Sheet and include details of any flexible working request you are making
- Complete the equalities monitoring form
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post

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- Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk please put the post title and reference number in the subject box of your email.
- If you are unable to email your documents, you may post them to

  The Human Resource Team  
  University of Suffolk  
  Waterfront Building  
  Neptune Quay  
  Ipswich  
  Suffolk  
  UK  
  IP4 1QJ

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.