Prifysgol Abertawe
Swansea University

Job Description: Head of Online Learning

College/School:	Professional Services Leadership Position
Department/Subject:	Education Services
Salary:	£56,021 to £64,914 per annum together with USS pension benefits (pro rata for part time)
Hours of work:	Full time (35 hours per week)
Contract:	This is a fixed term position for 6-month duration initially (with the potential for extension)
Location:	This position can be remote or hybrid.

Introduction	Swansea University is a research-led university that has been making a difference since 1920. The University community thrives on exploration and discovery and offers the right balance of excellent teaching and research, matched by an enviable quality of life. Our stunning waterfront campuses and multicultural community make us a desirable workplace for colleagues from around the world. Our reward and benefits, and ways of working enable those who join us to have enriching careers, matched by an excellent work-life balance.
Background information	Swansea University is developing an ambitious programme of online learning—Swansea Online—that will enhance and diversify its educational portfolio, ensuring that it remains relevant and attractive to the needs of all learners. Swansea Online will combine the university's existing expertise in educational innovation with the external commercial partners to develop and deliver high-quality online programmes and courses at scale and at pace. The University is seeking a skilled and experienced leader with the ability to establish the Swansea Online programme. Working alongside the project sponsor, and in collaboration with academic and professional services staff across the university, as well as key external stakeholders, the XX will be responsible for implementing the University's vision for online learning at scale. The ideal candidate will have a strong business and project-management focus, with significant experience of partnership and commercial provision within the higher education sector. They will have a good understanding of the strategic and operational opportunities and challenges in diversification within the higher education sector.
Main Purpose of Post	1. Develop the business plan for Swansea Online; to include budget for expenditure and income for both the initial project phase and as business as usual, based on market insights and aligned to University strategies. 2. Ensure that resource allocation models for all programmes are achievable, financially viable and can be delivered on budget and on time, to defined quality standards; 3. Working in partnership with Faculties and Professional Services, establish an Online Learning Unit that will oversee the design, development, production and creative elements of the Swansea Online programmes and courses. 4. Develop appropriate processes and governance for the development of online learning, aligned to the University's strategic priorities and ambitions, processes and procedures; 5. Set out a schedule for the development, introduction and delivery of high-quality online programmes and courses, that are attractive to a diverse range of learners; 6. Develop and maintain effective working relationships and networks with stakeholders and partners, both internal and external to the University; 7. Advise on future development of Swansea Online, through horizon-scanning within the UK and internationally, to stay updated on cutting-edge digital education advancements; 8. Represent Swansea Online at relevant University committees and groups to ensure effective development of the project;

	9. Be responsible for monitoring and reporting, providing regular progress reports and statistical information across all areas of delivery;
	10. Identify, manage or escalate any service risks relevant to the defined activity for this role;
	11. Influence decisions made at Senior Leadership Team level to ensure that Swansea Online meets the University strategic objectives.
General Duties	1. To promote equality and diversity in working practices and maintain positive working relationships
	2. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity
	3. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.
Leadership Values	All Professional Services areas at Swansea University operate to a defined set of core Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
	In addition you will operate to a defined set of Leadership Values:
	We are Professional
	We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.
	We Work Together
	We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the "big picture" and harnessing ideas and opportunities to achieve the University's vision.
	We care
	We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.
Person Specification	**Essential Criteria**
	1. Educated to postgraduate level;
	2. Significant senior-level experience of leading on the development of strategies for the design and implementation of high-quality learning, including extensive experience of creating courses in complex academic environments;
	3. A successful track record in delivering an organisational vision for educational innovation, including online learning;
	4. Experience of leading and managing teams of professionals to achieve shared objectives with the ability to engage, motivate and develop staff;
	5. Significant experience of working effectively with a diverse range of stakeholders, including commercial providers, to define and deliver innovative approaches and solutions in education;

	6. A practical and strategic understanding of all aspects of the student lifecycle including curriculum design, delivery and assessment in relation to online learning;
	7. Proven ability to work collaboratively as part of a team to define and implement effective communication channels, implement change management initiatives and support the wellbeing of staff;
	8. Experience of managing financial resources, directing them for optimal effectiveness, evaluating current provisions, anticipating future needs, and making appropriate budgetary allocations;
	9. Highly effective communication, negotiation, influencing and decision-making skills, including the ability to present complex ideas to both technical and non-technical audiences.
	10. Extensive experience of managing projects effectively and efficiently.
	Desirable Criteria
	11. Knowledge of online learning platforms and educational partnerships in this area;
	12. Strong understanding of current and emerging technologies used in education, and demonstrably high level of digital capability.
	13. Experience of working in the Higher Education sector.
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.