



NOTES

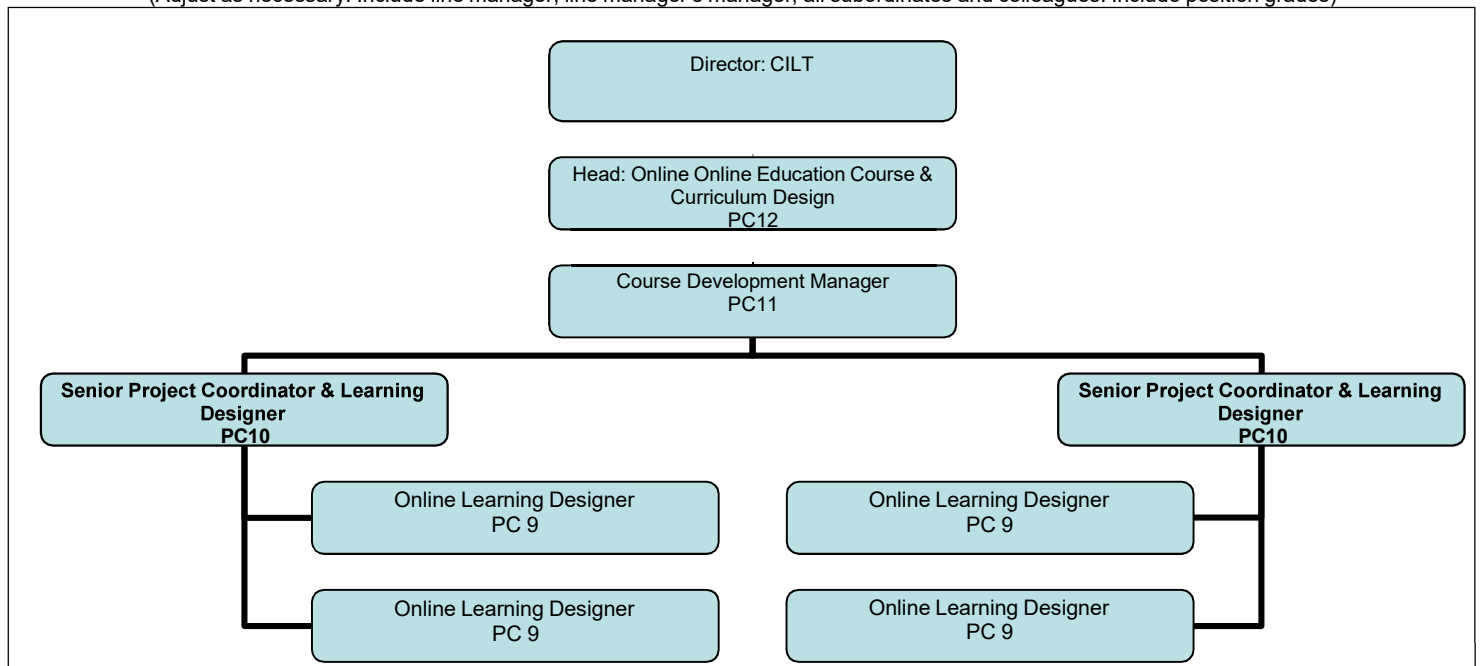
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Project Coordinator & Learning Designer		
Job title (HR Practitioner to provide)	Institutional Support Specialist		
Position grade (if known)	10	Date last graded (if known)	August 2018
Academic faculty / PASS department	CHED		
Academic department / PASS unit	CILT		
Division / section	Curriculum & Course Design		
Date of compilation	March 2021		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of the post is to ensure the effective provision of expert learning design support and services to UCT staff developing and running online courses. The incumbent will be part of the Course and Curriculum Development (CCD) team, located in CILT, CHED and will report to the Course Development Manager.

The role involves course and curriculum design (including the design of assessments, student engagement activities, the selection of appropriate pedagogical approaches and tools), the co-ordination of course production teams and the monitoring of delivery schedules and quality outcomes.

This position requires a knowledge of online education pedagogy, online learning technologies and learning platforms, experience in designing online courses and the capacity to effectively manage a project delivery process.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Programme and course development	35%	<ul style="list-style-type: none"> • Advise and assist academics in designing online learning – to understand approaches to online pedagogy. • Work with academics and other members of CILT to create effective online courses and degrees – which includes: <ul style="list-style-type: none"> - working with and advising the academic team to create a design and specification for the course/programme. - creating content with the collaboration of the academic team (includes scripts, texts, visuals, assessments). - giving guidance about the selection of, and helping academics create appropriate learning activities, student engagement activities and assessment activities tasks. - liaising with the digital media team about the production of artefacts, visual and graphical elements and video/audio lecture content. - ensuring copyright is adhered to as agreed in the project specifications. - obtaining copyright clearance where necessary. - ensuring the course development is done according to the CILT course production model. - refining and maintaining CILT's course production standards within regards to documentation and quality outputs <p>Contribute to the conceptualisation and scoping of new online education course development projects including budgeting and scheduling.</p>	<ul style="list-style-type: none"> • The knowledge and capacities of academic collaborators in online teaching is improved. • High quality, effective UCT online courses. • Courses created according to sound learning design principles. • A record of production and design processes exists for archive and reflection. • The academic team has confidence in the CILT online education expertise and support. • Content created is appropriate, of high quality and to the satisfaction of the academic team. • Copyright clearance of all materials in course. • Systematic and well-organized course production processes • Continually improved processes leading to increased efficiency and quality of course production. • New course development projects have a realistic budget and timeline.

2	Project co-ordination, monitoring and communications	40%	<ul style="list-style-type: none"> • Co-ordinate effective project delivery processes for online course development including: <ul style="list-style-type: none"> - Setting up and monitoring a production schedule for each course/programme - Allocate resources in liaison with the Course and Curriculum Development PM team - Effectively liaising with the academic team/head to produce the content and course assets - Adjusting the project schedule as needed and co-ordinating the course development aspects according to the agreed budget, time and resource allocation • Creating reports and compiling other data and updates on request of the managers. • Ensure that existing online courses are systematically monitored • Communicate with Deans, Heads of Department and course conveners about the requirements and best practice for creating and running online courses. • Contribute on social media about online learning at UCT 	<ul style="list-style-type: none"> • Courses and programmes are delivered according to the agreed project schedule. • Resources are mobilized to help the course team deliver to schedule. • Smooth and efficient setting up of production schedule for video or audio recordings. • There is continuous collection of core data around the course performance. • Problems are dealt with timeously. Courses and programmes are continually monitored for quality. • Course are regularly evaluated, improved and updated • Course material is current and fully functional • Increased knowledge about online learning pedagogy and institutional practices among academics and faculty leadership. • CILT social media presence maintained • Public knowledge and UCT community knowledge of UCT online courses increased
3	People management - Organizational and Human Resource Line Management	10%	<ul style="list-style-type: none"> • Line manage program staff including learning designers, educational technology designers and consultant. 	<ul style="list-style-type: none"> • Effective systems for supporting and supervising staff are in place.

4	Research and evaluation	10%	<ul style="list-style-type: none"> • Contribute to the gathering of data for monitoring and research purposes. • This would include assisting with the identification of indicators, the collection of data, the analysis of data and writing up results of the monitoring • Participate in institutional research projects around online education. • Participate in writing research papers/ reports as required. • Prepare and present data and information about UCT online courses as required by CIL T. 	<ul style="list-style-type: none"> • Effective monitoring and evaluation measures put in place. • Useful data gathered. • Trends and findings about online courses is documented, written up and publicly available.
5	Participate in CIL T activities, meetings, seminars, etc.	5%	<ul style="list-style-type: none"> • Take part in CIL T staff meetings and seminars if relevant. 	<ul style="list-style-type: none"> • Knowledge of CIL T and UCT objectives and goals. • Full understanding of CIL T organizational activities.

MINIMUM REQUIREMENTS

Minimum qualifications	An NQF 8 level qualification e, g, Postgraduate qualification (in a relevant field).			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Five years' relevant project management or coordination work experience (two of which should have been working in the higher education sector). • Two years' experience creating online courses. • One year's experience co-ordinating online education projects. 			
Skills	<ul style="list-style-type: none"> • Digital content creation • Learning design skills, including storyboarding and assessment design • Writing and editing skills • Oral communications skills • Project co-ordination 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of educational technologies • Knowledge of online platforms • Knowledge of learning design principles 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • Professionalism • Conflict resolution • Honesty and integrity in managing finances (including cash). 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Professional knowledge and skill (Learning design)	2	Planning and organizing / work management	2
	Communication (verbal, presentation and written)	2	University awareness	2
	Quality commitment/ work standards	2	Client service and support	2
	Teamwork /collaboration	2	Analytical thinking / Problem solving/ Conceptual thinking	2
	Project coordination/management	2	Information management and reporting	2
	Stress tolerance	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Course content and pedagogical decisions, in collaboration with academic team convener about Course design and learning activities (working with the academic team) Adjustments to the processes and timelines of course development (in collaboration with the relevant academic convener)
Amount and kind of supervision received	Overall project deliverables monitored by line manager Allocation of medium-term work by line manager
Amount and kind of supervision exercised	Line management for level 9 learning design positions As part of a collaborative team, ensuring that the agreed project deliverables are adhered to in terms of time, resources and quality
Decisions which can be made	Line management responsibilities in line with the HR policy Course level allocation of resources and decisions about time frames Pedagogical design and strategy at course level – with academic conveners
Decisions which must be referred	Issues with impact on online education policy (e.g. Working with external partners) Deviating from agreed project budget or project scope

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ul style="list-style-type: none"> • Working closely with course conveners. • Regular engagement with Heads of Departments. • Presentations to/ liaison with Deans, departmental meetings and Faculty Boards as required to promote online education at UCT. • CHED, Faculties and departments University wide, project management team,
External to UCT	<ul style="list-style-type: none"> • Representing UCT at conferences, seminars and workshops dealing with online education and learning design in higher education. • Public communications through social media about online education and specific courses. • External stakeholders – service providers, peers at Partner Universities and or other HE institutions.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager				
HOD				
Dean / ED				
HR Practitioner				