

JOB DESCRIPTION

Job Title	Learning Innovation Manager (Academic)		
Reports to	Director, Learning Innovation		
Department	Learning Innovation		
Job Family	Learning – Design Focus	Level	4

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Learning Innovation uses research and experimentation to enrich the teaching and learning experience across our School. We seek to:

- Collaborate with faculty in the innovation and experimentation in teaching and learning.
- Develop a common understanding and approach to learning for the School
- Enrich the teaching and learning experience through use of blended learning approaches
- Embed learning innovation within the School through an ongoing change programme

Job Purpose

As a Learning Innovation Manager (Academic), you will support the School-wide strategy to enhance learning, teaching and the student experience.

You will work in collaboration with our research and faculty office on the design and development of a programme of professional development opportunities for new and experienced faculty to encourage innovation and best practice in teaching and learning.

As an important member of our team, you'll need to be knowledgeable, pragmatic and passionate about learning design and able to use this to influence your stakeholders to adopt new ways of working. Whether you're contributing to our everyday strategy or working directly with leading faculty members and senior stakeholders you'll have a creative edge and drive innovation. You'll also:

- Lead and coordinate a range of activities centred on sharing and promoting effective educational practice across the School.
- Support and influence our faculty and other key stakeholders on the adoption of new approaches to teaching and learning
- Contribute to degree curriculum and course design with degree programme office teams
- Develop design recommendations that help us to improve our learning activities
- Carry out evaluation of blended learning projects and disseminate the results internally and externally.
- Work with internal and external stakeholders to develop the best learning outcomes
- Improve our digital learning user experience
- Help us to develop a wider departmental strategy that ensures we achieve our goals
- Lead on the design of learning solutions
- Stay up-to-date with educational research and implications for the use of learning technologies
- Adhere to project related budgets and maximise cost-effectiveness

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
- Contribute to the development of broader operational plans and manage operational plans in own area.
- Contribute to the development of Key Performance Indicators to support the assessment of the quality and impact of learning interventions.

Learning Design and Delivery

- Lead on the design of learning products, to ensure successful learning outcomes within budget and to quality standards and targets.

- Lead activities to understand and assess learning needs, ensuring that findings are communicated effectively to relevant stakeholders and inform the design of learning interventions.
- Research and keep up-to-date with advancements within digital learning, classroom pedagogy and blended approaches to ensure that leading thinking and technologies inform learning design.
- Design learning solutions and materials, in line with London Business School and wider learning best practices, that enable a high-impact learner experience.
- Collaborate with stakeholders and contractors as required to integrate new learning solutions as appropriate to maximise learning impact.
- Partner with faculty and other department colleagues to understand learning needs and lead the design of high-impact learning proposals that meet current and/or prospective student/participant/stakeholder needs.

Product/Proposition/Technical Knowledge

- Research and keep up-to-date with industry and technological advancements and trends and use these to ensure that innovative and effective learning solutions are developed.
- Develop deep understanding of London Business School and competitor offerings and use this knowledge to inform innovative and high-impact learning solutions.

Impact Assessment

- Develop design recommendations to inform the continuous improvement of learning activities and ensure that London Business School continues to operate as a world leader in business education.

Collaboration and Relationship Management

- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best learning outcomes.

Financial Management

- Carry responsibility for a specific budget, fulfilling financial management requirements and ensuring the cost-effective use of financial resources within budget.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.

KPIs:

- Delivery of high-quality service in our area of specialism.
- Strong cross team working relationships with key stakeholders.
- Improvements in relevant programme performance.
- Quality of recommendations and input into wider strategic and operational planning.
- Development of solutions and improvements to complex problems within own area of specialism.

- Production of high-quality reports, with complex analysis to support management decision-making.
- Contribution to the successful delivery of learning initiatives.
- Effective resource management and quality/timeliness of support provided to faculty/colleagues.
- High-quality work delivered by third-party contractors and agencies.
- Projects/programmes delivered on time, on budget and to quality standards.
- Positive feedback from students, colleagues and stakeholders.

Knowledge/Qualifications/Skills/Experience required

- A bachelor's degree is required, a relevant Masters is preferred
- Track record of success in supporting the educational practice of faculty.
- Ability to engage effectively at different institutional levels to enable changes in practice that positively impact on student learning.
- Up-to-date knowledge of relevant educational research and pedagogical development in higher education.
- Experience in innovative classroom teaching.
- Significant project/programme management experience with advanced planning skills.
- In-depth knowledge of digital learning technologies.
- Excellent stakeholder management and influencing skills
- Excellent analytical and problem-solving skills.
- Experience in effectively managing external suppliers/contractors.
- Experience leading Blended and Digital Learning projects in Higher Education and/or corporate environments.
- LMS (Experience of Canvas would be advantageous).
- General knowledge of authoring tools (storyline, captivate, adobe creative suite).
- Familiarity with classroom technologies and virtual classrooms.

Staff	None
Budgets	Project specific
Date Updated	03/06/20