

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

ADDENDUM

DLE PROJECT SPECIALIST ROLE – LEARNER INSIGHTS WORKSTREAM LEAD

The role | Te mahi

This is a fixed-term full-time role for a period of 12 months, under the Digital Learning Environment (DLE) Programme. The DLE is a programme of work to improve technology, governance, processes and policies for learner success. The projects under this programme are:

- A review and upgrade of the learning management system (LMS) with consolidation to a primary LMS.
- Creation of a student portal/intranet with personalised information and data relevant to improve the student experience.
- Foundational work to support access to data and creation of data visualization dashboards related to learning systems (Learner Insights) and the creation of ongoing support for this.
- Introduction of a curriculum management system (CMS) to improve the workflows of paper changes and approvals and the presentation of paper outlines.

Reporting to the DLE Programme Manager and working specifically within the Learner Insights project you will ensure project success by leading the Learner Insights workstream. Working collaboratively with university partners, with a goal of enhancing the Otago experience and supporting student success, your key responsibilities are to:

1. Key Responsibilities:

- Seek out best practice in Learner Insights and interventions by considering evidence-based research and facilitating knowledge sharing opportunities with colleagues at other institutions.
- Using an iterative/agile process, engage with a range of university partners to socialise potential approaches, data products, and target operating model that are most suitable for Otago, and help to validate detailed requirements.
- Work with partners to develop appropriate and measurable interventions based on defined data.
- Help define the service and monitoring of student interventions at a centralised and local level, and establish a framework for how these may evolve over time beyond the timeframe of the project.
- Coordinate testing to validate that solutions meet business and technical expectations.
- Work across the DLE programme to help connect projects that will be sharing data and engagement governance groups to foster alignment and pursue common goals.
- Help monitor and report on progress towards Learner Insights actions within [Te Ara Akitu - the University's Learner Success Plan](#) developed in accordance with the Tertiary Education Committee.
- Support the DLE Programme Manager and Learner Insights Project Manager to meet project milestones, manage risk, and collaborate with change and communication team members to ensure open engagement across University communities.

2. Specific attributes required for this role:

- You will be familiar with tertiary education settings and comfortable engaging with academics, professional staff and students to gather feedback and validate detailed requirements.
- Comfortable working with a degree of ambiguity and uncertainty, amidst a wider programme of change.
- Experience working within projects is essential, understanding need to work to timelines/milestones.