ual: london college of fashion

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Digital Learning Producer	**Accountable to**: Head of Digital Learning
Contract Length 1 year fixed term contract	**Hours per week/FTE**: Full time	**Weeks per year**: AYR
Salary: £46,423 - £55,932 pa	**Grade**: 6
College/Service: London College of Fashion	**Location**: 20 John Princes Street, London, W1G 0BJ, other LCF sites and relocating to Stratford 2023

Purpose of Role:

We are looking for a creative, editorially astute producer to take end-to-end responsibility for the design, development and implementation of online learning in London College of Fashion. The post-holder will work closely with academic and other staff across the College to create effective and engaging learning experiences for our students. As well as expertise in online pedagogies and the production of learning media and activities, the post-holder will have project-management skills to ensure products are delivered on-time and on-budget.

Duties and Responsibilities:

- To take editorial and budgetary responsibility for the design, development and implementation of blended and/or online learning solutions.

- To work effectively with academic staff and other subject-matter experts and to specify and create learning and support materials.

- To design effective learning experiences using the University VLE (Virtual Learning Environment) and other platforms and upload and configure learning materials.

- To work with colleagues throughout the College and University to plan and define appropriate support services to ensure the effective deployment and implementation of learning solutions.

- To ensure learning solutions comply with relevant University and other relevant regulations and standards.

- To establish and manage schedule and budget, and ensure project goals are met.

- To define and implement project communication protocols (including estimates, project plans and status, updates, risks and issues).

- To test and evaluate learning materials to ensure agreed all relevant quality standards are met.

- To brief and manage the supply of required services and resources.

- Work with the Head of Digital Learning, LCF to implement the Digital Learning strategy.

- To attend and contribute to meetings and events as required.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.
- Head of Digital Learning, LCF
- Associate Deans, LCF
- Academic staff and other Subject Matter Experts

Specific Management Responsibilities

Budgets: Yes

Staff: No

Other: Accommodation and equipment as appropriate

Signed _____ Date of last review _____
    (Recruiting Manager)

Job Title: Digital Learning Producer   Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	Postgraduate qualification in subject relevant to the design and development of online learning
	Knowledge of pedagogies and production methodologies for online learning
	An interest in art and design and/or fashion disciplines
Relevant Experience	Demonstrable expertise in the design and production of online learning solutions, preferably in the HE sector
	Effective collaboration with academic teams to develop learning materials
	Strong writing and editorial skills
	Management and reporting of multiple concurrent projects
Communication Skills	Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way
Research, Teaching and Learning	Applies own research to develop learning and assessment practice
	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contribute to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	
Teamwork	Motivates and leads a team effectively, setting clear objectives to manage performance
	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service

Last Updated: 15/05/2019