

JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title: Careers Online Learning Technologist		Accountable to: Digital Marketing Manager
Contract Length: 1 year (in the first instance)	Hours per week/FTE: 37 (1FTE)	Weeks per year: AYR
Salary: £35,839 - £41-812		Grade: 4
College/Service: Careers and Employability / ADS		Locations: High Holborn and UAL Colleges
<p>Purpose of Role:</p> <p>The Careers Online Learning Technologist will ensure that the Careers and Employability effectively delivers digital resources, increases digital capabilities of the service, and thereby increase engagement with students' and graduates' career development in and beyond the curriculum. The role will curate existing material, identify gaps and work to develop new materials, along with coordinating a coherent presentation of online learning resources. As part of the Careers and Employability team the role will require a close working relationship with colleagues to ensure that their works supports the online learning delivery of all Careers and Employability teams.</p>		
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To work with the Digital Marketing Manager and Head of Careers and Employability to support the development of a virtual high-quality employability Moodle-based online learning platform for students and graduates. • Maintaining and customising a dedicated Moodle instance for the UAL careers services. • To carry out assessment and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions. • To undertake to audit and curate the existing online learning materials. • To contribute to the planning, design, and development of new online learning material and resources to support extra-curricular and curriculum employability learning in the service. • To undertake to ensure the inclusivity of the offer, giving particular attention to the groups of students identified in the Access and Participation Plan • To take responsibility for reporting and data quality, championing data management best practice and regulatory obligations (e.g., GDPR). • To ensure data protection and IT compliance, highlighting any concerns about confidentiality, integrity or access to data and systems so these can be investigated without delay. 		

- To work in collaboration with the University IT department, Digital team and Digital Learning teams to ensure that the online learning offer is aligned with university IT resources, platforms and strategies.
- Providing appropriate support to Careers and Employability sub-teams on education technology issues.
- Develop guidance and processes to aid sub-teams in the development of content.

General

- 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

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head of Careers and Employability
- Digital Marketing Manager
- IT services
- Digital team
- Digital learning team
- Communications teams

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____

(Recruiting Manager)

Job Title: Careers Online Learning Technologist **Grade:** 4

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Has first Degree or advanced qualification relevant to online learning. (Essential) • A significant understanding and knowledge of web platforms and related technology including Moodle, javascript, mySQL, html. (Essential) • Understanding of key issues related to student and graduate careers development, progression and destinations in the creative sector. (Desirable) • Project management skills and ability to use a range of related tools, methods and resources. (Desirable) • Ability work to targets and to monitor, evaluate and report on own area of impact and performance. (Essential)
Relevant Experience	<ul style="list-style-type: none"> • Experience of developing, managing and delivering online learning resources for students and graduates. (Essential) • Experience of working in a HEI and/or in a creative university careers service or has significant experience of working in a company, agency or employer in the creative and cultural sector. (Desirable) • Significant and demonstrable experience of managing projects of a concurrent and overlapping nature, to deadline and within budget. (Desirable) • Experience of working with range of assets in different formats: video, audio, text-based, and integration of external platforms into moodle
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance

Research, Teaching and Learning	<ul style="list-style-type: none"> • Uses effective teaching approaches to support and develop students' employability • Supports learning for diverse student groups
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice / research or scholarly activity in own area of specialism
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and organises work to achieve objectives on time
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria