JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Digital Learning Producer	**Accountable to**:	
Contract Length: Permanent	**Hours per week:** 37 / **FTE**: 37	**Weeks per year**: 52
Salary: £46,423 - £55.932	**Grade**: 6	
College/Service: CSM, LCC, CCW	**Location**: College sites	

Purpose of Role:

The post holder will be a member of the College Digital Learning team, working closely with course teams and other academic and professional staff to create effective and engaging pedagogic experiences for our students. This will require expertise in online and blended pedagogies and the planning and production of learning media and curricula activities to enhance digital teaching and learning across the curriculum.

The post holder will have experience of developing Digital Learning and blended materials in an educational setting. The post-holder will have project, people management and excellent communication skills to ensure that projects are delivered on-time and on-budget.

Duties and Responsibilities:

- Working with course teams and other relevant staff, taking editorial and budgetary responsibility for the co-design, development and implementation of blended and/or Digital Learning responding to agreed frameworks.
- To lead and work alongside academic, technical and administrative staff in the design, development and implementation of effective online, blended learning and related content.
- Working with Associate Dean Teaching and Learning / Head of Digital Learning to respond to college and university academic and digital strategies.
- To identify requirements for, and design and deliver Digital Learning staff development.
- To work with colleagues throughout the College and University to plan and define appropriate services and Digital Learning environments to ensure the effective and sustainable implementation of Digital Learning.
- Actively engage with and develop the university wide network of Digital Learning.
- To ensure that Digital Learning activities and practice comply with University and other relevant regulations and standards.
- Contribute to the design, and lead on, the implementation of College/University facing research and evaluation of Digital Learning to inform our direction and activities.
- 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 and pedagogical approaches to ensure relevant quality standards are met.
- To ensure compliance with legislation and best practice concerning accessibility and usability in Digital Learning.
- Undertake scholarly activity (research, knowledge exchange or teaching) related to Digital Learning.
- To manage staff, projects and budgets as may be appropriate.

- 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).

Professional and academic development
- To contribute to internal and external publications.
- To attend, and take an active role in, conferences, events and relevant communities focusing on digital pedagogy and capabilities

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

- Associate Dean Teaching and Learning / Head of Digital Learning
- Head of Academic Support
- Programme Directors
- Academic Course Teams
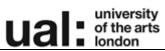- IT services
- The central Digital Learning team

Specific Management Responsibilities

Budgets: Yes

Staff: Possible

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	**Essential** • Postgraduate qualification in a subject relevant to the design and development of digital learning • Knowledge of pedagogies and production methodologies for online and digital learning. • An understanding of, or experience in, the design and delivery of university level arts, design, performance and media courses. • A good understanding of the UK higher education sector, including relevant professional and regulatory frameworks such as the TEF, NSS and UKPSF • Curriculum or learning design • The design and production of digital guidance or support materials • Knowledge of WCAG **Desirable** • Senior Fellowship of the HEA or Senior CMALT or similar teaching qualification • Relevant project management accreditation • Facilitating, designing or contributing to online teaching or training • Graduate level art or design qualification
Relevant Experience	**Essential** • Demonstrable expertise in the design, production and delivery of Digital Learning in the education and/or cultural sectors. • Effective collaboration with academic teams to develop learning materials • Supporting/embedding institutional responses to national and local policy (quality, assessment, assignment submission etc) in digital platforms • Strong writing and editorial skills • Experience of producing audio and/or video content

	- Management and reporting of multiple concurrent projects - Evaluating the impact of projects and interventions **Desirable** - Teaching experience on undergraduate or postgraduate programmes.
Communication Skills	Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates academic and senior staff to engage with educational development initiatives.
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Research, Teaching and Learning	Applies own research to develop learning and assessment practice
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Professional Practice	Contribute to advancing professional practice/research or scholarly activity in own area of specialism
Teamwork	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
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems