JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Digital Resource Developer: Attainment	**Accountable to**: Head of Attainment Team

Contract Length: Permanent	**Hours per week/FTE**: 0.5	**Weeks per year**: All

Salary: £34,326.00 to £42,155.00 (pro rata per annum)	**Grade**: 4
College/Service: Teaching and Learning Exchange	**Location**: High Holborn (and other sites as required)

Purpose of Role:

To co-develop educational staff development resources with a focus on producing and maintaining a resource base designed to provide distinctive, accessible and high quality bespoke learning materials, external links and other activity, that enable staff across all subjects to address attainment and inclusive education.

The post holder will support staff in writing and producing resources, including the creative translation of analogue material to appropriate digital formats.

The post holder will be a core member of the Attainment Team within the Teaching and Learning Exchange working in partnership with the attainment team and with other staff and digital learning colleagues across the University.

The post holder will organise and maintain systems that ensure effective and efficient management, monitoring, archiving and updating of attainment resources.

Duties and Responsibilities:

- Work closely with the University Attainment Team to develop educational resources and be responsible for management, operation and curation of an online platform which promotes the resources

- Work closely with University colleagues who specialise in digital learning and communications to ensure that the digital resources are robust, accessible and embedded effectively in the University's online information landscape

- Ensure that the attainment resources comprehensively and fairly reflect the diversity of creative education at UAL

- Implement the process for contributions to attainment resources by:
  - Working with Teaching and Learning Exchange staff and other colleagues to source, collate, co-develop and co-author potential content
  - Developing efficient workflows for the production of digital resources that will inspire university staff
  - Overseeing the online deposit process, including the licensing and attributions of resources in line with UAL IP policies, and managing the assignment of tagging and any other metadata
  - In liaison with the Attainment team, commissioning bespoke technical developments where necessary, managing any sub-contractors and accounts for subscriptions and/or software licenses

- Maintain effective and efficient communications regarding attainment resources with colleagues in the Teaching and Learning Exchange and other areas as appropriate. Ensure timely, accurate and accessible information about content is available for staff, using internal channels and social media, as required for the marketing and communications of resource

- Contribute analytical data for reports in liaison with the Head of Attainment working to ensure provision of timely and accurate information on reach an impact

- Participate in the provision of staff development/training in digital skills and online learning for colleagues who are or may potentially be engaged in creating content

- Play a key role in the Exchange, attending team meetings and contributing to team activities, and collaborate with colleagues as appropriate across the University

- Demonstrate engagement with current developments in relevant fields such as flexible, open and technology enhanced learning, undertaking staff development appropriate to the role and participating in professional networks, to bring up to date knowledge to the continuous development of attainment resources

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

- 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.

- Educational developers in the Teaching and Learning Exchange
- Digital Learning Team in Exchange
- College-based attainment leads
- College based Associate Deans for Teaching, Learning and Enhancement
- Colleagues in UAL Digital team, IT Services, and in Internal and External communications

Specific Management Responsibilities:

Budgets: -
Staff:
Other: resources including relevant subscriptions and software licences

Signed Susan Orr   Date of last review September 2018   (Recruiting Manager)

Job Title: Digital Resource Developer: Attainment
Grade 5

Person Specification	
Specialist Knowledge/ Qualifications	Understands current practices and identifies effective approaches to enable learning through digital environments and online resources

Familiar with working with standard content management platforms such as Drupal and Wordpress.

Has knowledge of relevant software packages and web based resource development using InDesign, Prezi/Keynote, PowerPoint, Moodle activities, Rapid eLearning, infographics, video editing (Adobe Premier, Final Cut for example), screen capture and podcast production (Adobe Audition for example)

Has knowledge of media production (basic video and audio)

Is familiar with relevant current legislation including licensing, IP, data protection, and accessibility standards

Possesses Degree level qualification |
| Relevant Experience | Has successfully written, developed and delivered online resources and related communications

Has worked effectively with academics/experts in the co-creation of digital resources

Has produced/written online content for use with Higher Education staff and/or students.

Experience of media production (talking heads video and podcasts for example)

Has experience of monitoring, review and maintaining currency of online resources

Has contributed to effective staff training or development in online resources, virtual learning environments or related skills

Desirable: has experience developing print resources |

Communication Skills	Communicates effectively orally, visually and in writing adapting the message for online contexts and a diverse audience in an inclusive and accessible way
Leadership and Management	Leads and manages online activity effectively, ensuring quality standards are met and objectives achieved
Research, Teaching and Learning	Applies innovative and valid approaches in developing resources to support learning, reflecting best practice in technology enhanced/e-learning, and inclusivity
	Analyses and evaluates feedback and applies up to date knowledge to inform the development of the provision
Professional Practice	Contributes to advancing professional practice in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience	Builds and maintains positive relationships with staff
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: September 2018