

# ual:

JOB DESCRIPTION		
<b>Job Title:</b> Senior Digital Learning Coordinator		<b>Accountable to:</b>
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 37 FTE: 1	<b>Weeks per year:</b> 52
<b>Salary:</b> £38,694 - £46,423		<b>Grade:</b> 5
<b>College/Service:</b> College Teaching and Learning		<b>Location:</b> UAL College
<b>Purpose of Role:</b> <p>The post holder will be a member of the College Digital Learning team, working with course teams to support and develop the use of the Digital Learning platforms across the college to enhance learning and teaching.</p> <p>The role will involve working with a range of academic and professional staff to develop high quality learning resources and designs. The post holder will also create online guidance and training material and develop and facilitate staff development sessions.</p> <p>The post holder will have experience of developing Digital Learning in an educational setting; must have strong communication skills and the ability to work across multiple projects effectively, as well as prioritising their own time.</p>		
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• Offer expert Digital Learning advice and support to course teams and related key areas such as Academic Support, Library, Disability and Technical teams.</li><li>• To work alongside academic, technical and administrative staff to design, develop and implement effective online, blended learning and related content.</li><li>• Act as mentor or change agent for staff who wish to introduce technology into their teaching practice – co-developing pedagogic approaches in response to agreed frameworks.</li><li>• Be an active member of the university wide network of Digital Learning</li><li>• Work with colleagues to develop and deliver Digital Learning training and staff development</li><li>• Contribute to the design and implementation of college/university facing research and evaluation of Digital Learning to inform our direction and activities.</li><li>• Contribute to the upgrade, testing and development of the core Digital Learning platforms.</li><li>• Assist the embedding of practice and support around the introduction of Digital Learning platforms</li><li>• Advise on the development direction and design of our current Digital Learning platforms</li><li>• Assist in gathering key metrics and qualitative data relating to our Digital Learning services and platforms</li><li>• Undertake scholarly activity (research, knowledge exchange or teaching) related to Digital Learning</li><li>• To ensure compliance with legislation concerning accessibility and usability in Digital Learning</li><li>• To manage staff, projects and budgets as may be appropriate</li> <li>• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University</li><li>• To undertake health and safety duties and responsibilities appropriate to the role</li><li>• To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.</li><li>• 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.</li><li>• To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.</li><li>• 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</li><li>• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).</li></ul>		

<b>Professional and academic development</b> <ul style="list-style-type: none"> <li>• To contribute to internal and external publications</li> <li>• To attend, and take an active role in, conferences, events and relevant communities focusing on digital pedagogy and capabilities.</li> </ul>
<b><u>Key Working Relationships</u></b> : Managers and other staff, and external partners, suppliers etc; with whom regular contact is required. <ul style="list-style-type: none"> <li>• Associate Dean Teaching and Learning / Head of Digital Learning</li> <li>• Academic Course Teams</li> <li>• The central Digital Learning team</li> <li>• College Academic Support</li> <li>• IT Services</li> </ul>
<b><u>Specific Management Responsibilities</u></b>  <b>Budgets:</b> N/A  <b>Staff:</b> N/A  <b>Other</b> (e.g. accommodation; equipment):

Signed: \_\_\_\_\_  
(Recruiting Manager)

Date of last review: \_\_\_\_\_

**Job Title:**

**Grade: 5**

Person Specification	
Specialist Knowledge/ Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Undergraduate degree</li><li>• Knowledge of Digital Learning pedagogies</li><li>• Substantive knowledge of Digital Learning technologies (online and ‘in room’) which are commonly used in higher education</li><li>• General digital media production skills to produce online guidance and resources</li><li>• An understanding of the UK higher education sector, including relevant professional and regulatory frameworks such as the TEF, NSS and UKPSF</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Postgraduate degree in digital or education related discipline area.</li><li>• Fellowship of the HEA or CMALT or teaching qualification.</li><li>• Some knowledge of HTML/CSS/WCAG</li><li>• Background in, or experience of, arts, design, media and/or performance at levels 4-7.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Working closely with course teams to embed Digital Learning and related processes/practices</li><li>• Supporting/embedding institutional responses to university policy (quality, assessment, assignment submission etc.) in digital platforms</li><li>• Production and curation of support and guidance resources and materials (text, audio, video, print etc.)</li><li>• Teaching or facilitating staff development</li></ul>
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 and inspires relevant staff to improve teaching and learning.

Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity 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 or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems