ual: creative computing institute

Job Title	Salary
Digital Learning Coordinator	£34,943 – £42,914
Contract Length	**Hours**
Permanent	35 (1.0 FTE)
Grade	**Locations**
4	Peckham Road, Camberwell
	Wilson Road, Camberwell
Accountable to	**Institute**
Technical Manager	UAL Creative Computing Institute

Purpose of Role

The purpose of the role is to digitally support the institute curriculum in blended online and in person contexts. This means supporting institute teaching staff to provision various UAL and CCI digital learning platforms, ensuring student can access appropriate online content and use digital tools.

The Creative Computing Institute (CCI) has new parallel online provision across its postgraduate courses and MOOC provision on platforms such as Future Learn. This role will support staff to develop best practice across this range of online digital learning platforms.

The CCI is also a centre for digital innovation in online pedagogy meaning we develop our own bespoke tools and workflows, and this role would ensure integration and compliance with standard UAL practices.

The role provides practical and administrative support across the institute towards the development and improvement of the technical area, supporting academic teaching, knowledge exchange and research staff, contributing towards the CCI Social Mission and CCI's events.

Duties and Responsibilities

- To work with teams in designing an organised and sustainable use of digital learning in the curriculum to improve the student experience.

    - Collaborating with and supporting course teams in their effective administrative, editorial, and pedagogical use of digital learning platforms

    - Helping course teams to manage processes around student feedback

- To support the design, production and development of appropriate teaching and learning materials using the range of university digital learning platforms

- To support the embedding and implementation of UAL wide digital learning approaches and policy, with sensitivity to the local context and the needs of the institute.

- To provide professional advice on the pedagogical use of the internet and how this intersects with UAL policies, regulations, systems, and practices.

- In conjunction with UAL colleagues and the Teaching, Learning and Employability Exchange arranging and hosting professional development workshops and events around digital learning.

- Be an active member of the network of digital learning colleagues across UAL.

- Create guides and support materials where applicable for circulation within the college or to be posted centrally.

- To liaise closely with the Teaching, Learning and Employability Exchange and digital learning staff based at UAL's colleges to share effective practice and to keep Teaching and Learning Exchange colleagues informed of on-the-ground issues/opportunities around digital learning.

- To regularly feedback on levels of digital learning activity, the development of new approaches and local barriers to implementation.

- To ensure compliance with data protection and cloud security requirements by working with the UAL Data Protection Office and UAL IT.

- To proactively contribute to UAL's Equality, Diversity and Inclusion focuses and CCI's social mission.

- To continuously develop skills and knowledge in relevant areas through research, experimentation, and professional practice projects to maintain an understanding of the changing and developing nature of the area of digital learning.

General

- 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)

Key Working Relationships

- Technical Manager

- Program Director and Course Teams

- Program Admin Team

- Academic Support, Library and Technical Teams

- Teaching and Learning Exchange

- Digital Learning staff across the University

Specific Management Responsibilities

Budgets: N/A
Staff: None
Other: None

Signed: Tom Lynch
                     Creative Computing Institute – Technical Coordinator
                     Recruiting Manager

Date of last review: 28/06/2021

Job Title: Digital Learning Coordinator
Grade: 4

<mark>The application form sets out several competence questions related to some of the following selection criteria. Shortlisting is based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.</mark>

Person Specification	
Specialist Knowledge/ Qualifications	Skills essential to the role: • Excellent understanding of current digital learning platforms, policies, and practices in a higher education context. • A general understanding of tools, workflows, and practices in creative computing. • Digital media production skills (web, video, image production). • Supporting students and staff across platforms including Windows, macOS *and Linux (desirable)* Desirable skills: • CMALT &/or undergraduate/postgraduate degree in related discipline. • Degree or equivalent creative computing, computer science, interaction design, computational arts, and other related fields. • Experience working with Git version management
Relevant Experience	• Experience of working with technology for learning and teaching in a higher education context. • Significant experience of working with digital learning platforms in a higher education context. • Experience of providing both technical support and pedagogical-design support to course teams. • Experience of authoring support and guidance materials • Experience of designing and running digital learning-related workshops, drop-in sessions and training sessions
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a mixed-ability and/or non-native English-speaking audience in an inclusive and accessible way.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy, and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	Effectively plans, prioritises, and organises work to achieve objectives or projects on time.

Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience	Makes a significant contribution to improving the student experience to promote an inclusive environment for students or colleagues.
Creativity, Innovation and Problem Solving	Identifies innovative and creative solutions to resolve problems.

HERA Ref: SICOM Tech 3