

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Digital Learning Content Producer **Accountable to:** Prof. Mick Grierson, CCI

**Contract Length:** 12 months

max.

Fixed term from 1 May 2019

**Hours per week:** 1.0 FTE

**Weeks per year:** AYR

**Salary:** £34,326 - £38,010 per annum

**Grade:** 4

**College/Service:** UAL Creative Computing Institute

**Location:** Camberwell

### Purpose of Role:

UAL CCI (Creative Computing Institute) is leading a consortium of academic institutions and industry partners to develop a series of online courses targeted at continuing learners at levels 6 and 7, with a focus on Creative Technology skills, and their wider application in design, engineering and manufacturing. We will develop these through the application of Creative Computing STEAM pedagogy, pioneered by researchers at Goldsmiths and UAL CCI.

Working directly under Professor Grierson, and in collaboration with FutureLearn, you will lead content production for a series of 4 4-week online courses (approx. 5 credits each, circa 16 hours in length) that enable learners to get practical experience with specific creative digital technologies in a number of industry contexts through a 'creative coding' approach. In addition, you will contribute to the development of 8 short online taster courses exploring how creative computing intersects Film, Music, Games, Digital Marketing, Design, Product Manufacturing, Physical Computing, Technology Interactivity and Creative Engineering. These will include interviews with current practitioners.

### Duties and Responsibilities

- To lead digital learning content production for a series of 4 \* 4-week online courses on Creative technologies for the FutureLearn platform.
- To contribute to digital learning content production for a series of 8 short online taster courses on Creative technologies for the FutureLearn platform.
- To collaborate with presenters to ensure the creation of appropriate supporting materials, including lesson plans, diagrams, graphics, presentations, additional resources and all other production requirements for the delivery of 4 online courses.
- To produce, schedule and oversee script editing and direction in collaboration with UAL content production staff.
- To produce, schedule and oversee video editing and content delivery to the FutureLearn platform in collaboration with UAL content production staff.
- To ensure that all learning materials meet requirements for publication, including oversight of any edits and changes requested by FutureLearn.
- To assist with the drafting of interim and final reports for end-users including presentation materials and graphics.
- To support and participate in any additional tasks or documentation as required by the project.

- To liaise with PI, PM and CIs to ensure the smooth running of the project.
- If appropriate, to play a proactive role in the generation of future funding linked to the project and to the output and profile of research and knowledge transfer at UAL.
- 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:**

- Project Lead (Professor Grierson)
- External project partners (FutureLearn, Goldsmiths, Lancaster)
- Learning Content Production Team (UAL)

**Specific Management Responsibilities**

**Budgets:** Content production budget

**Staff:** Presenters and Production Staff

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title:** Digital Learning Content Producer

**Grade:** 4

Person Specification	
Specialist Knowledge/ Qualifications	Online content production skills at Masters level or equivalent in areas of online content delivery, including script editing, video direction, sound recording, video editing, graphics/titling and / or video production.
Relevant Experience	Experience producing learning or information content in video form for online and/or broadcast audiences. Experience organising video production timelines / milestones and delivering against these.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Participates in team leadership effectively, meeting clear objectives, managing own performance.
Research, Teaching and Learning	Uses effective research methods to support project goals.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
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	Uses initiative or creativity to resolve problems

Problem Solving	
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