university of the arts london

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: **Digital Learning Director**	Salary: **£51,052 - £61,667 pa**
Contract Length: **Permanent**	Hours/ FTE: **1.0**
Grade: **7**	Location: **Elephant and Castle**
Accountable to: **Dean of Academic Development and Strategy**	College: **London College of Communication**

Purpose of the role:
- Leadership in defining, articulating and overseeing the implementation of the vision and strategy for digital learning within the College.
- Responsibility for promoting and supporting the successful design and delivery of digital learning, including the development of relevant guidance and standards, and provision of staff development.
- To work collaboratively with the University Head of Digital Learning and other College leads to support the development and delivery of university strategy, policy and activities in relation to digital learning.
- Demonstrating leadership within own area of expertise and play an active role in managing and developing staff.
- The observation and implementation of the policies and procedures of the University and the College.

The post holder will be responsible to the Dean of Academic Development and Strategy.

Duties and Responsibilities:

Strategy
- Lead development of the College Digital Strategy, ensuring that it is in line with the College's vision and the wider UAL vision.
- Co-ordinate and manage implementation of the Strategy, including the development of Annual Operating Plans.
- Monitor implementation of the Strategy and the Annual Operating Plans, providing reporting as required, including to College Executive Group.
- Build relationships with staff across the College to ensure that the strategy is embedded within the curriculum and broader work of the College.
- Support the development of University strategy relating to digital learning.

Academic and related
- Assume responsibility for ensuring that the deployment of digital learning in the curriculum is relevant, current and consistent with the delivery of a high quality student learning experience.
- Contribute expertise in digital learning to course development processes, including identifying and promoting opportunities for digital learning, and the incorporation of new technologies.
- Provide support and guidance on the development of new digital content including delivery models, learning methodologies, resource planning, schedules and

communications.
- Develop relevant policy and standards in relation to digital learning, including ensuring consistent and continuous improvement in the use of the VLE.
- Model progressive and engaging methodologies to promote the use of digital learning and that reflect emerging digital opportunities.
- Lead the development of digital learning enhancement activities in liaison with Programme Directors, Course Leaders, relevant Deans/Associate Deans, and the (School) Teaching and Learning Innovation Leads.
- Lead and facilitate the development of a cross-College community of practice in digital teaching and learning, and co-ordinate College engagement & identify opportunities for collaboration with other relevant UAL centres of expertise, including the University Head of Digital Learning and their team.
- In collaboration with other University/College leads, monitor and analyse the use of various digital learning tools and initiatives with a view to identifying issues and trends and formulating appropriate action in response.
- Identify and commission/facilitate relevant staff development opportunities.

Managerial
- Line management responsibilities for relevant digital learning support staff.
- Contribute as a member of the Academic Development Senior Management Team, deputising for the Dean as delegated.
- Contribute to the work of the academic and management committees of the College (e.g. College Operational Group and College Academic Committee) and University and, where appropriate, act as Chair.
- Produce reports and management information as required.
- Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

Professional
- Establish and maintain appropriate dialogues and relationships with relevant communities (academic, governmental and commercial), continually updating knowledge of relevant developments, subject and skills.
- Undertake scholarly activity and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional profile of the College.
- Support and contribute to the College and University's external profile.
- Contribute positively to the development of the broader academic and cultural direction of the College as required.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Makes 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.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

Key Working Relationships:
- Digital Learning Team/Network
- Deans, Associate Deans, College Directors of Services
- Head of Technical Resources & Head of Learning Environments

- Programme Directors, Course Leaders
- (School) Teaching and Learning Innovation Leads, Research Leads and KE Leads
- UAL Head of Digital Learning (and team) and other College Leads
- University IT Department
- External partners

Specific Management Responsibilities:

Line Management of Digital Learning Team Members

Digital Learning Project Budgets

Other (e.g. accommodation, equipment):
- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

HERA Ref 000916

Last updated June 2018

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All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment

Person Specification	
Specialist Knowledge/Qualifications	Undergraduate degree in relevant subject area
	Postgraduate degree in relevant subject area
	PhD and/or publication in subject area is desirable
	Membership of the HEA is desirable
	Teacher training qualification is desirable
	Knowledge of the range of tools and resources that are available to deliver digital learning and their strengths and weaknesses
	Understanding of the pedagogical principles that underpin digital learning
	Understanding of the business environment and implications for digital learning in delivery to industry based courses
Relevant Experience	Experience of developing and monitoring strategy and policy
	Experience of developing models for the delivery of online courses and units
	Experience of designing curriculum that works with digital
	Experience of overseeing the design and delivery of digital learning materials to diverse audiences

	Ability to work with and direct technologists and developers _____ Experience of digital learning in a creative education context is desirable
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to 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	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

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The application form sets out a number of competence questions related to some of the above selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.