

JOB DESCRIPTION		
<b>Job Title:</b> Digital Learning Manager		<b>Accountable to:</b> Head of Digital Learning
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> Full Time	<b>Weeks per year:</b> 52
<b>Salary:</b> £45,603 - £54,943		<b>Grade:</b> 6 (Academic)
<b>College/Service:</b> Teaching and Learning Exchange		<b>Location:</b> High Holborn
<b>Purpose of Role:</b> Working closely with your manager, the Head of Digital Learning and the Technology Enhanced Learning Services Manager in the Teaching and Learning Exchange, this role will build capacity, expertise and confidence in Digital teaching and learning across the university. It will focus on the development of digital practices and attributes as defined by the UAL Digital Creative Attributes Framework and relevant coordinates of UAL's Critical Creative Digital Strategy. A central element of the role will be working with colleagues to build and deliver coherent staff development offer. The role will also develop engagement methods to foster sustainable, measurable impact and reach across the institution.		
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• Working with the Arts Education team within the Teaching and Learning exchange to develop a coherent teaching and learning staff development offer with a digital emphasis.</li><li>• Working closely with the colleges and relevant stakeholders to develop strategies which increase engagement in the staff development offer.</li><li>• Mapping this offer to the Digital Creative Attributes Framework and appropriate professional frameworks.</li><li>• Working to address agreed digital learning priorities which are mapped to relevant questions in the National Student Survey.</li><li>• Developing effective instruments to measure the impact and reach of the offer and activities.</li><li>• Supporting the Head of Digital Learning in developing Digital Learning related strategy and policy.</li><li>• Working with the Head of Digital Learning in developing new models/modes of course delivery.</li><li>• Designing and running cross-UAL events to explore and share practice (face-to-face and online).</li><li>• Building on links between Digital Learning, Arts Education and Careers &amp; Employability to ensure that digital learning developments align with Exchange priorities.</li><li>• Contributing to the design and running of the annual Digitally Engaged Learning conference.</li><li>• Design and implement university facing research in Digital Learning to inform strategic direction and activities.</li><li>• In conjunction with the Head of Digital Learning and the Technology Enhanced Learning Service Manager, assess and embed new digital platforms and processes as 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)</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 in adherence to data protection policies 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></ul>		
<b>Professional and academic development</b> <ul style="list-style-type: none"><li>• To contribute to internal and external publications</li><li>• Contribute, where appropriate, to the Academic Practice Programme</li><li>• Contribute, where appropriate, to course validation and curriculum design processes</li><li>• To attend, and take an active role in, conferences, events and relevant communities focusing on digital pedagogy, literacies and capabilities.</li></ul>		

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Line manage the Digital Learning Coordinator, the Educational Developer (eLearning) and the Digital Learning Engagement Support roles
- Head of Digital Learning (line manager)
- Technology Enhanced Learning Services Manager
- Educational Developer (Curriculum)
- Head of UAL Attainment
- Associate Deans, Teaching and Learning
- College Heads of Digital Learning

**Specific Management Responsibilities**

**Budgets:** To be decided with the Head of Digital Learning

**Staff:** Digital Learning Coordinator, Digital Learning Engagement Support

**Other** (e.g. accommodation; equipment):

Signed



(Recruiting Manager)

Date of last review

August 2018

**Job Title:**

**Grade: 6**

**Person Specification**

<p>Specialist Knowledge/Qualifications</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification in a relevant education or digital related discipline</li> <li>• In-depth knowledge of the UK higher education sector, including relevant professional and regulatory frameworks such as the TEF, NSS and UKPSF</li> <li>• A sound knowledge of current Digital Learning theories and approaches</li> <li>• Experience of designing staff development and engaging staff across a large, university-level, educational institution.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Background in, or experience of, creative arts and design at levels 4-7</li> <li>• Senior/Principal Fellow of the HEA - or similar teaching qualification</li> </ul>
<p>Relevant Experience</p>	<ul style="list-style-type: none"> <li>• Design and delivery of practice-focused</li> </ul>

	<p>digital learning staff development in higher education</p> <ul style="list-style-type: none"> <li>• Developing and promoting successful institution-wide programmes of activity</li> <li>• Managing a small specialist team or member of staff</li> <li>• Curriculum or learning design</li> <li>• An active member of relevant national bodies/communities</li> <li>• Working with humanities or arts &amp; design teaching staff</li> <li>• Working in a networked and collegiate manner across a large organisation</li> <li>• Teaching on undergraduate or postgraduate programmes,</li> <li>• Track record of engaging academic (and other) staff in a staff development offer</li> <li>• Design and management of institutional research in staff and student digital/scholarly practices</li> <li>• Measuring the impact and reach of development/enhancement offers linked to institutional strategies and broader instruments such as the NSS</li> <li>• Running or contributing to online teaching or training</li> <li>• The design and production of digital guidance or support materials</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 academic and senior staff to engage with educational development initiatives.
Research, Teaching and Learning	Applies innovative approaches to course leadership, 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	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer	Contributes to improving or adapting provision to

service	enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following 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

**Last Updated: April 2015**