



<b>Job title</b>	Digital Learning Adviser	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Human Resources	<b>Location</b>	Jubilee Campus

## Purpose of role

You will manage production and maintenance of e-learning, blended learning, accessibility, and the integration of digital platforms in the learning experience. The post-holder also helps maintain our digital learning systems and practice. Working closely with the Digital Learning Manager, Learning & Development managers and advisers, the postholder will ensure the learning experience is appropriately enhanced by digital technologies.

This role sits within Learning & Development team in HR. We are ambitious for our people, and keen to ensure they realise their own potential.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Develop and manage digital approaches to ensure effective learning experiences</b></p> <ul style="list-style-type: none"> <li>▪ Provide input into the University’s learning and development strategy specifically in relation to online learning for a wide range of roles, in conjunction with the wider learning and development team.</li> <li>▪ To work closely and collaboratively with colleagues to create online learning resources that support our learning &amp; development goals and ensure these resources are of a high standard, kept up to date and presented within the VLE in an appropriate/accessible manner.</li> <li>▪ To provide technical support to colleagues and subject specialists in order to develop and deliver a wide range of engaging, interactive and effective online learning resources across the L&amp;D range of programmes.</li> <li>▪ To administer the University’s VLE and other digital platforms/services, handling issues such as user account management, general configuration tasks, upgrades and technical developments.</li> <li>▪ To manage various administrative processes relating to content management, transfer and back-up, and responding to technical enquiries from staff.</li> <li>▪ To liaise with our e-learning and digital platform service providers.</li> </ul>	35%

	<ul style="list-style-type: none"> <li>▪ Liaison with stakeholders from IT and Marketing to develop the LMS and help establish learning journeys.</li> <li>▪ Using innovative digital methods to create exciting content - LinkedIn Learning, Ted Talks, podcasts, vlogs etc.</li> </ul>	
2	<p><b>Building understanding and capacity</b></p> <ul style="list-style-type: none"> <li>▪ Deliver professional development activities, where necessary, to enable academic and other staff to create engaging online content and to deliver effective online teaching.</li> <li>▪ Manage the initiation, development and dissemination of the University's e-learning platforms by engaging with stakeholders and regarding requirements.</li> <li>▪ Take responsibility for own professional development, including undertaking training courses where necessary to develop skills required to fulfil this position effectively.</li> <li>▪ Liaise with external professional services as appropriate.</li> <li>▪ Liaise as necessary with IT managers and other teams to ensure the effective integration of relevant services and platforms.</li> </ul>	25%
3	<p><b>Help manage appropriate accessible LMS online functionality</b></p> <ul style="list-style-type: none"> <li>▪ Assist with administering the University's online learning platforms.</li> <li>▪ Liaise with multiple internal stakeholders to curate content for the University's LMS.</li> <li>▪ Track participation on the platforms and if necessary, identify areas to address.</li> <li>▪ Identify, and help analyse the risks which might impact ongoing running of the University's LMS.</li> <li>▪ Generate monthly usage reports on the UoN LMS for management review and evaluation.</li> </ul>	10%
4	<p><b>Day to day management and support of specific learning &amp; development activity (e.g. leadership and management, teaching &amp; learning, apprenticeships, coaching &amp; mentoring)</b></p> <ul style="list-style-type: none"> <li>▪ Take responsibility for the delivery of elements of programmes and initiatives as allocated, working with Learning &amp; Development Managers.</li> <li>▪ Recommend practical solutions to challenges identified during project delivery, working with relevant stakeholders to develop and take forward agreed plans for action.</li> <li>▪ Review and monitor success of the allocated workstreams during and following implementation e.g. performance against KPI's and identify where corrective action may be required.</li> <li>▪ Undertake relevant reporting - e.g. progress against plans, budget, risk/issues and lessons learnt in accordance with governance procedures.</li> </ul>	15%

	<ul style="list-style-type: none"> <li>▪ Being alert to market conditions and comparable costs elsewhere, closely monitor spend, helping ensure best value.</li> <li>▪ Engage in the development of evaluative approaches to help ensure effective provision.</li> <li>▪ Contribute to the on-going development of activities within the wider directorate.</li> </ul>	
5	<p><b>Foster a culture of inclusivity and diversity of thought and practice</b></p> <ul style="list-style-type: none"> <li>▪ Working with colleagues, ensure that all provision is developed and delivered in a way that is inclusive in thought and practice for all.</li> <li>▪ Working with colleagues within the team and across HR to encourage, enable and support the career development of under-represented groups, as identified.</li> </ul>	10%
6	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Deputise for the Digital Learning Manager when required.</li> <li>▪ Any duties as required in accordance with the nature and grade of the post.</li> </ul>	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to work effectively in a collaborative and consultative manner.</li> <li>▪ Good time management skills.</li> <li>▪ Good interpersonal, relational and communication skills (including oral and written skills).</li> <li>▪ Attention to detail.</li> <li>▪ Good degree of initiative, responsibility and self-motivation and a professional proactive approach to problem-solving.</li> <li>▪ Ability to work effectively under pressure to meet demanding and sometimes conflicting deadlines.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience creating online courses using e-learning authoring tools and learning and content management systems.</li> <li>▪ Experience in planning and running multiple projects.</li> <li>▪ Working knowledge of e-learning technology and SCORM authoring tools such as Articulate 360 and eLearning platforms such as Moodle Workplace.</li> <li>▪ Proven experience in scripting and creating storyboards for eLearning.</li> <li>▪ Experience of hosting webinar training sessions.</li> <li>▪ Contract and budgeting experience.</li> <li>▪ A good level of IT and AV literacy including standard MS Office applications, analytical and data visualisation software and video/audio/image editing.</li> <li>▪ Website management experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in using the Adobe Creative Suite: Audition, Premier Pro to create engaging and rich video content.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Honours Degree, or equivalent or significant experience in similar/related field.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A qualification related to the use of online learning technology.</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others



