

# JOB DESCRIPTION

JOB INFORMATION			
<b>JOB TITLE</b>	<b>Digital Education Advisor</b>	<b>POSITION NUMBER</b>	
<b>SERVICE AREA</b>	<b>Directorate of Learning Technologies</b>	<b>LOCATION/CAMPUS</b>	<b>Oxford</b>
<b>GRADE</b>	<b>M1</b>	<b>GRADE RANGE</b>	<b>Up to £32,537</b>
<b>HOURS</b>	<b>37</b>	<b>TYPE</b>	<b>Permanent</b>
ACCOUNTABILITIES			
<b>RESPONSIBLE TO</b>	<b>Digital Education Development Team Leader</b>	<b>NO. OF EMPLOYEES</b>	<b>NA</b>
<b>BUDGET (£)</b>	<b>NA</b>	<b>ASSETS</b>	
JOB PURPOSE			
<p>Responsible for supporting and disseminating good practice in the use of learning technologies by working closely with curriculum colleagues. This includes running local staff training events and development activities to support the embedding of technology into curriculum planning. Horizon scanning, trialling and evaluating new technologies and pedagogies, this role involves raising awareness and understanding of the potential use of learning technologies, working with teachers to prepare online content in order to supply Learning Technologists with a pipeline of production work, whilst identifying opportunities to embed technology in the classroom. In addition, this position also supports the day-to-day operations of the college learning environments, providing support to staff and students to ensure a high level of customer service at all times. This position will be assigned to a base location. Occasional travel to other sites will be required.</p>			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS		BEHAVIOURIAL SKILLS
<ul style="list-style-type: none"> <li>• Knowledge of current and developing learning and teaching practices in Further Education and their application in educational design, digital and distance learning development.</li> <li>• An understanding of the pedagogic issues relating to learning technologies.</li> <li>• An understanding of learning technologies including the use of virtual learning environments, computer mediated communications, computer assisted assessment and a selection of content</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to perform effectively and sensitively in a team.</li> <li>• Ability to make decisions which are informed by dialogue and debate.</li> <li>• Excellent creative writing skills</li> <li>• Excellent interpersonal skills and the ability to influence and operate at all levels</li> <li>• Ability to lead and deliver key projects successfully</li> <li>• Strong planning skills</li> </ul>		<ul style="list-style-type: none"> <li>• Excellent customer service ethos – goes extra mile</li> <li>• Strong team work ethos</li> <li>• High level of attention to detail</li> <li>• Seeks continuous improvement</li> <li>• Makes best use of technology</li> <li>• Has keen personal interest in technology</li> <li>• Strong communications skills – can disseminate info widely</li> </ul>

<p>creation tools.</p> <ul style="list-style-type: none"> <li>• Evidence of continuing commitment to self-development through courses and research undertaken.</li> <li>• Proven experience of preparing courseware for online production, including content editing and supporting the storyboarding process</li> <li>• Experience delivering customer-facing services to staff and students with varying levels of digital literacy</li> <li>• Experience in conducting research, horizon scanning and presenting proposals</li> <li>• Experience dealing with student behavior issues and/or classroom management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of VLEs and other digital education resources.</li> <li>• An up to date understanding of key developments in Learning Technologies.</li> <li>• Ability to write concise documentation – business and project-related</li> <li>• Active participation in networks relating to learning technology practice</li> <li>• Project management skills</li> <li>• Teaching experience preferably in an FE/HE institution.</li> <li>• Experience in the preparation of content for distance learning courses</li> <li>• Able to analyse administrative and functionality issues within systems to offer proactive, informed and reliable professional advice in supporting key stakeholders</li> <li>• High degree of IT literacy particularly in Microsoft Office and Google+ applications</li> </ul>	<ul style="list-style-type: none"> <li>• Highly organised, methodical, tenacious</li> <li>• Good Time Management and Prioritisation Skills</li> </ul>
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**MAIN DUTIES AND RESPONSIBILITIES**

- To provide support, advice and guidance to staff in the preparation of courseware for online production by Learning Technologists
- To provide ‘content editing’ services where curriculum staff are unfamiliar with converting traditional material for online use, including application of creative writing techniques and support with structuring resources into a meaningful format
- To develop and manage CPD opportunities for teaching staff to support their understanding of the role of learning technologies in teaching, learning and assessment
- To support the development of the 21<sup>st</sup> Century learning professional, ensuring staff are equipped with the knowledge and skills required to align new teaching materials with current and emerging technologies
- To project manage the production timeline for online courseware to support the smooth running of the Learning Technologists’ production schedule
- To enter into collaborative/project working with other Digital Education staff and with curriculum areas
- To stay abreast of the changes in how learning technologies are used across the sector and identify opportunities to develop products with commercial value to the business
- To provide daily support to college learning environments (Libraries), including supporting staff and students with ad hoc library and IT support requests as required.
- To provide college learning environments (Libraries) staff cover as and when required to meet business demands.

**GENERIC RESPONSIBILITIES**

- To provide the service in accordance with the Corporation's Vision, Strategic Plan and Service Improvement Plans
- To work in the spirit of the employee / manager charter
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested
- You will undertake professional development reviews and appraisals as appropriate.
- You will ensure that the college's health and safety policy is followed.
- You will participate in the development of equal opportunities, diversity and inclusion practice.
- You will be a member of cross college groups as and where required.
- You will undertake any other duties as reasonably required

**Candidate Screening**

**Rehabilitation of offenders Act 1974  
applies**

**Disclosure & Barring Service  
Enhanced Clearance**

**This job specification represents the major tasks to be carried out by the postholder, and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any subsequent changes will be carried out in consultation with the postholder. All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.**

#### **Diversity Statement**

It is the Policy of Activate Learning to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background,

#### **Health & Safety Statement**

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

#### **Safeguarding Statement**

Activate Learning is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.