

POST DESCRIPTION AND PERSON SPECIFICATION

POST	DIGITAL LEARNING DEVELOPER
SALARY	£26,069 - £28,858 per annum
HOURS OF DUTY	35 Hours per Week
LOCATION	Across all College sites
REPORTING TO	Head of Libraries and Learning Technologies
RESPONSIBLE FOR	N/A

KEY CHALLENGES

1. Contribute to the planning, delivery, evaluation, development and promotion of dynamic and customer focused Libraries and Learning Technologies services.
2. Design, maintain and develop integrated Libraries and Learning Technologies systems and in particular the development of MyCity, the College's Moodle Virtual Learning System.
3. Contribute to the development of an integrated learning and information environment by participation in cross-College project teams and effective liaison with ICT.
4. Maintain professional knowledge of new developments in Learning Technologies and work with senior staff to implement new features and services. Trial and assess new technologies as required to stay abreast of dynamic developments; research and evaluate technologies and applications against agreed criteria.
5. Ensure all College learning technologies comply with best practice in usability and accessibility.

KEY RESPONSIBILITIES

1. Lead the technical development and maintenance of a scalable and accessible College VLE; support and maintain digital learning systems and applications, and perform daily maintenance and updates; and provide technical recommendations and customer-focused solutions to further develop to service.
2. Design, build and maintain applications and tools to provide additional functionality to digital learning systems.
3. Provide technical support for all Libraries and Learning Technologies activity; respond to ongoing support issues and reprioritise tasks and workload accordingly.
4. Develop extensive documentation for all technical developments and processes.
5. Develop and deliver training to staff and students and participate in promotional events.

6. Contribute to Learning Technologies led income generating projects.
8. Work as part of the Libraries and Learning Technologies team to meet team aims and objectives.

KEY ROLES

1. Participate in workshop activity and cross-College events to maximise uptake of Learning Technologies resources and services.
2. Analyse user requirements and develop and implement scalable, technology-based solutions, both individually and as part of a team.
3. Assist academic staff in the development of accessible and pedagogically sound learning content.
4. Contribute to continuous quality improvement/self evaluation.
5. Perform regular evaluations and user/quality assurance testing for applications, systems and learning objects.
6. Assist in the management of change processes brought about by merger or other developments.
7. Contribute to appropriate team meetings to enhance co-operative working relationships and continuing development of Libraries and Learning Technologies, and promote continuous quality improvement.
8. Investigate and evaluate new technologies and applications.
9. Maintain links with technology enhanced networks, open source communities and external special interest groups.
10. Generate reports and statistical data on uptake and use of learning technologies systems.
11. Assist in the promotion of good content and file management, encouraging sharing, re-use and collaboration.
12. Liaise with ICT support staff and curriculum staff, and develop effective partnerships with internal and external college stakeholders.
13. Assist with the integration of learning technologies systems and other College systems to ensure the safe migration of data between platforms.

GENERAL

1. Implement College policies, particularly those relating to equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model supporting College values and corporate management.
4. Actively develop his/herself through staff development and training activities and to review their own performance.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

Every Post Description will be subject to review;

- 1. Within six months of appointment**
- 2. Thereafter, on an annual basis**
- 3. As a result of agreed staff development / personal development needs**
- 4. As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
DIGITAL LEARNING DEVELOPER	LIBRARIES & LEARNING TECHNOLOGIES

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant Degree/Diploma or equivalent level qualification or demonstrable experience.		<ul style="list-style-type: none"> Application
	Minimum of two years experience of PHP, Moodle, CSS, XHTML, relational databases, information architecture, e-learning standards such as SCORM.		<ul style="list-style-type: none"> Application
	Evidence of continuous professional development.		<ul style="list-style-type: none"> Application Interview
		Training or teaching qualification.	<ul style="list-style-type: none"> Application
Occupational Experience	Experience of supporting or implementing an online learning platform, or VLE (ideally Moodle) in an FE or other educational context.		<ul style="list-style-type: none"> Application Interview
	Experience of technical development/integration/customisation of VLEs and digital learning applications/tools.		<ul style="list-style-type: none"> Application Interview

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	Ability to explain technical issues to non-technical audiences.		<ul style="list-style-type: none"> • Interview
	Experience of Learning Technologies project work.		<ul style="list-style-type: none"> • Interview
	Excellent understanding of usability and accessibility best practice.		<ul style="list-style-type: none"> • Interview
		Experience of teaching and/or supporting teaching staff and students.	<ul style="list-style-type: none"> • Application
		Project management experience.	<ul style="list-style-type: none"> • Application
		Previous experience working in an academic environment.	<ul style="list-style-type: none"> • Application
		Experience of developing open source applications.	<ul style="list-style-type: none"> • Application
Personal qualities and competencies	Ability to develop positive working relationships with all individuals at all levels (internal and external).		<ul style="list-style-type: none"> • Interview • Reference
	The ability and determination to promote equality and		<ul style="list-style-type: none"> • Interview

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	diversity throughout all aspects of College life, including employment and service delivery.		
	Well developed communication, liaison and networking skills.		• Interview
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.		• Interview
	Excellent ICT skills.		• Application
	Employ problem solving strategies to optimise service provision.		• Interview
	Strong written and verbal communication skills, with the ability to present complex information clearly and effectively.		• Interview
	Ability to produce comprehensive project management and technical documentation to support all development work.		• Application • Interview
	Excellent planning and organisational skills.		• Interview

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties.		<ul style="list-style-type: none"> • Interview
	Flexible and adaptable approach to work.		<ul style="list-style-type: none"> • Reference

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