

**Post: Graduate Digital Learning Developer**

**Reference No:** **HR to complete**

**Grade: C**

**Reporting To: TBC**

**Organisational Context**

The University of Exeter is a Russell Group university that combines world-class research and teaching, with high levels of student satisfaction. Our vision is to become one of the most successful universities in the world, one that makes the exceptional happen by challenging traditional thinking and defying conventional boundaries.

**Main Purpose of the Job**

As a Graduate Digital Learning Developer, you will play an important role in enabling the university to continue to deliver high quality teaching, resources and support to its students, during these unique times.

Working in college focused teams alongside Senior Digital Learning Developers and members of the e-Learning and Academic Development teams, you will help the University to translate existing face to face, as well as blended learning course content into the online learning environment. You will also support the user research process and the further development, as well as quality assurance of these online materials, based on feedback.

This role involves collaborating with a wide variety of stakeholders from a range of disciplines, including academic and professional services colleagues, to promote the opportunities of the online learning environment through a comprehensive programme of training. You will support the use of features and functionality within a range of Learning Technologies, as well as share best practice.

This role is a full time postand is required from 29th June 2020 in the College Where possible, you will be allocated to colleges or disciplines relevant to your area of study.

**Main duties and accountabilities:**

* Contribute to implementation and delivery of digital learning and online courses, working closely with colleagues across the College Focused Digital Support Team.
* Effective implementation of content plans that enable high quality viewing and engaging online teaching and learning.
* Work with academics, Academic Skills Advisors, Senior Digital Learning Developers and other stakeholders to import and integrate materials into the appropriate online learning platform.
* Translate teaching requirements into online resources using appropriate templates and online tools, ensuring that they are user friendly.
* Undertake proof reading and light editing (not related to course content) to ensure consistency and quality is maintained, following agreed frameworks and quality assurance processes.
* Organising resource and teaching materials to ensure they are suitable, as well as effective for online use.
* Source appropriate images, handling and logging licensing data as required.
* Searching for, reviewing, and refining metadata, including pictures, videos, and texts.
* Liaise with colleagues to manage and coordinate the recording of copyright permissions for content used within online courses.
* Apply a user centred approach to work flow to ensure that online content is both suitable and engaging.
* Obtain and analyse user feedback data. Assist the Senior Digital Learning Developer in utilising this information to further develop online content, as well as improve quality.
* Act as a first point of call for all queries and resolve basic requests relating to the import of content, or escalate as required to the Senior Digital Learning Developer. This may include managing a support mailbox or telephone number.
* Oversee and designate workflow of Digital Learning Assistants.
* Keep accurate records and create and manage databases for selected programmes.
* Provide progress updates and raise risks or issues to the wider team.
* Support the work of the College-focussed Digital Support team and provide support on digital learning or similar related activities across the University as required.
* Complete any training, as required by the Academic Development and e-Learning teams.
* Provide other general assistance within the college as appropriate to the grade and as required.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post**-**holder may be required to undertake other duties of similar level and responsibility.

# Person Specification

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| **Competency** | **Essential** | **Desirable** |
| Attainments/Qualifications | A graduate from a UK University from the last 3 years. |  |
| Skills and Understanding | Excellent IT skills, particularly in Word and Excel.Attention to detail. Aptitude for proof reading and producing high quality, accurate work/content.Excellent interpersonal and communication skills.Able to manage a varied and demanding workload and to work to quickly changing deadlines.Excellent planning, organisation and time management skills. | Interest in the pedagogy of e learning and leading edge web based course design approaches. |
| Prior Experience | Familiar with online learning environments.Some prior work experience within a collaborative and stakeholder focused environment. | Experience of supporting learning.Awareness of the issues of copyright and digital media.  |
| Behavioural Characteristics | Self-motivated and enthusiastic.Work effectively in a team. Reliable.Creative approach to problem solving.  |  |
| Circumstances | Right to work in the UK for the duration of the post.  |  |