

**Leeds Beckett University – Job Description**

Ref:

<b>School/Service</b>	<b>Library and Learning Services</b>
<b>Section</b>	<b>Digital Learning and Research Services</b>
<b>Post Designation</b>	<b>Digital Development Specialist</b>
<b>Grade</b>	<b>6</b>
<b>Post to which directly responsible</b>	<b>Digital Learning Development Manager</b>
<b>Posts for which directly responsible</b>	<b>None</b>
<b>Purpose of Job</b>	
<p>To develop people, digital pedagogy, and the digital learning ecosystem, including:          To develop colleague and student and digital skills, capability and confidence for all aspects of the digital learning experience.          To improve the quality of learning and teaching by engaging, supporting and training colleagues in digital pedagogy and to exploit the full potential of digital learning platforms and their pedagogical application.          To design and develop Digital Skills content for students, to support their independence, continuation and progression, and career readiness.          To continuously enhance the digital ecosystem in line with learning and teaching needs.</p>	
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To develop, deliver and review training sessions and resources incorporating complementary interactive and media elements, to support colleague and student development needs. Including: student Digital Skills, colleague Digital Capability and Confidence, and Digital Pedagogy.</li> <li>2. To support colleagues to be self-sufficient in the design and development of sustainable digital learning resources and approaches, aligned with pedagogical needs, principles and good practice.</li> <li>3. To proactively identify opportunities to enhance learning and teaching across the University</li> <li>4. To continuously develop and advocate for sustainable functionality, capabilities and processes in alignment with the current and future needs of the University community and strategy, and to facilitate sharing of excellent digital practice.</li> <li>5. To provide advice and guidance to academic teams, professional services and students, using initiative and creativity to resolve problems, and to support the development of flexible pedagogic design and technology solutions in face to face, blended and online environments.</li> <li>6. To build partnerships and positive stakeholder relationships, and work collaboratively with University colleagues to achieve University, Service and Team objectives, including on cross-University projects involving digital pedagogy, technology and the digital / blended learning experience.</li> <li>7. To work with the Digital Learning team and Digital Services to horizon scan, evaluate, recommend, plan and implement technologies e.g. as part of tender, procurement, and 'business as usual' processes.</li> <li>8. To manage and co-ordinate projects with a focus on the academic experience including digital pedagogy, learning technology enhancements and integrations, and user experience studies / groups.</li> <li>9. To analyse, interpret and present data and information for a range of audiences. To support reporting, to ensure compliance with service standards, and target training and service development.</li> <li>10. To comply with all legislative requirements including web accessibility, data protection, cybersecurity, copyright, intellectual property, licensing and related University regulations and procedures.</li> <li>11. To represent Library and Learning Services in a positive and professional way, participating in library and university activities such as clearing, open days, welcome, graduation and other relevant events.</li> <li>12. To assist with the mentoring, supervision and training of any team colleagues assigned on a temporary or permanent basis.</li> <li>13. To participate in relevant personal development activities to gain new skills and competencies to meet evolving service needs. To keep up to date with professional developments in the field of education, libraries and any relevant technologies.</li> <li>14. Any other duties commensurate with the grade as requested by senior managers.</li> </ol>	

<b>Equal Opportunities</b>
We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.
<b>Safety, Health and Wellbeing</b>
You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.
<b>Physical Conditions</b>
The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus). Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.
<b>Relationships</b>
The postholder will work closely with colleagues and managers across the service and will work with and support the academic, administrative, technical, and managerial staff of the University.
<b>Terms &amp; Conditions</b>
Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.  Salary is currently within Grade 6 (£). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.  Annual leave entitlement is 38 days. Hours of work per week = 37.
<b>Probationary Period</b>
Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.
<b>Pre-employment Health Assessment</b>
Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.
<b>Qualifications</b>
In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.
<b>Closing Date</b>
<b>N/A</b>
Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or <a href="mailto:xxxxxxx@leedsbeckett.ac.uk">xxxxxxx@leedsbeckett.ac.uk</a> who will be able to provide you with a hard copy application form.

**Leeds Beckett University – Employee Specification**

**Ref:**

<b>Post Title</b>	<b>Digital Development Specialist</b>	<b>Grade 6</b>
-------------------	---------------------------------------	----------------

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience &amp; Knowledge</b>	<b>Essential</b>	<b>Method of Assessment</b> (Application/Interview/Test/Other)
1. A degree or postgraduate qualification in a relevant field e.g. digital / IT, education. Or proven, substantial, relevant professional experience / certification / accreditation	✓	Application
2. Experience of delivering face to face and digital colleague and student development, and evidence of the ability to create complementary training materials	✓	Application/Interview/Other
3. Knowledge of digital pedagogy and learner experience design, with the ability to translate learning and teaching needs into technology requirements and solutions	✓	Application/Interview/Other
4. Experience of working with relevant digital learning and course development tools such as VLEs, digital assessment, collaboration tools, websites and media/content editors e.g. Adobe Suite, Articulate, Camtasia, Microsoft 365	✓	Application/Interview/Other

<b>Performance Attributes</b>	<b>Method of Assessment</b> (Application/Interview/Test/Other)
Please note that all the following criteria are <b>essential</b> .	
<b>PLANNING &amp; ORGANISATION</b>	
5. Ability to independently organise and reprioritise own workload, meet individual and service deadlines, negotiate, and demonstrate flexibility where required	Application/Interview/Other
<b>SERVICE DELIVERY</b>	
6. Commitment to a continuous improvement approach to all aspects of a service including technology, digital / blended learning and teaching, people development, and stakeholder relationships	Application/Interview/Other
<b>TEAMWORK</b>	
7. Ability to work flexibly and collaboratively in a multi-disciplinary team, and to contribute to communities of good practice across the University and sector.	Application/Interview/Other
<b>COMMUNICATION</b>	
8. Demonstrate initiative and a proactive partnership approach to communicating with and influencing diverse stakeholders, to support organisational objectives and academic programmes	Application/Interview/Other
<b>CREATIVITY &amp; INNOVATION</b>	
9. A readiness to drive change using creative problem-solving skills, and to embrace and harness evolving sector trends to foster a culture of innovation, including digital pedagogy, technology standards, platforms and tools	Application/Interview/Other
<b>LEARNING &amp; DEVELOPMENT</b>	
10. Evidence of an aptitude for training and mentoring colleagues, of commitment to enhancing own skills and keeping up to date with sector developments	Application/Interview/Other

Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Further details are available on our [website](#).