**Job description**

**Date last reviewed**: April 2011

**Department**: All faculties

**Title of post**: Digital media and e-learning developer

**Grade of post**: 8

**Post number**:

**FT or % P/T**: FT

**Permanent/Temporary**: Permanent

**Principal location of work**:

**Immediate line manager**: Associate Dean – Student Experience, with professional/technical support from the Head of e-learning.

**Staff managed**: none

**Qualifications required for post**: A good general education to degree level or equivalent, preferably with strong ICT and/or education component; evidence of CPD

**Experience required for post**: Understanding of digital media software solutions and associated hardware; experience of audiovisual production; supporting staff and students on blended or online courses, use of learning technologies



**Overall purpose of post**: As a minimum, to assist the Faculty actively, in delivering the Strategy for Enhancing the Student Experience; to develop and create high quality digital media resources; to implement the VLE and effective applications of learning technologies in the curriculum; to contribute to the development of staff and student digital literacies

**Main duties:**

1. Contribute to the development of staff and student digital literacies in order to enhance the student experience, including the delivery of face-to-face and online training and support, in liaison with the Media Workshop and OBIS.

1. Collaborate with programme teams and their individual members in planning and developing engaging, interactive and instructionally sound online learning activities and digital media assets (e.g. video, podcasts, DVD and interactive media).

1. Collaborate with programme teams to embed the development of graduate attributes into the online components of the curriculum.

1. Liaising with LR, OBIS and Creative Services, to optimise the use of electronic and digital resources for teaching and learning within the Faculty and for the enhancement of the reputation of the University.

1. Assist and advise academic staff on the creation, storage and use of re-useable electronic learning objects and digital media assets.

1. Working with academic staff and student support services, ensure that online learning resources and environments accommodate varied learning modes and are accessible to all students.

1. Contribute to the ongoing monitoring and review of the Faculty’s online learning provision and digital media assets.
2. Take an active part in the Learning Technologies Forum to share and disseminate good practice.

1. Keep abreast of developments in digital media and technology-enhanced learning.

1. Other duties commensurate with the grade and level of responsibility of this post, for which the post-holder has the necessary experience and/or training.