

## Digital Learning Officer (Teaching Resources Co-ordinator)

Salary: £36,813 – £38,592 per annum (Grade 8)

Contract type: Full-time, Permanent

We are excited to be welcoming applications for experienced project co-ordinators to join our Digital Resources Team. At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

### The role

The role-holder will join an established and collaborative team, working towards a common goal of designing high-quality resources and enhancing personal CPD. A key element of the role is to Support the Lead Digital Learning Officer, working in collaboration with the education community to ascertain resource requirements. The role holder will work closely with authors and subject experts to storyboard content to be used as digital learning resources, whilst also ensuring the efficiency of both WJEC and EDUQAS developed content. This post plays a key role in project managing the creation, development, and publication of subject textbooks, as well as ensuring that key milestones are met throughout the project, and that resource content is fit for purpose.

### About you

Applications are particularly welcomed from those with teaching or training/tutoring experience, a teaching degree or PGCE would be advantageous. You will have a passion for resource development and want to make a difference for our learners, through engaging and innovative learning content. You will have experience of project management, working with stakeholders at all levels, managing their needs and ensuring the project remains on track. A keen eye for detail is important for this role, ensuring that the content produced meets the needs of the specification and is appropriate for the target audience. Welsh language skills are highly desirable for this post.

### The Contract

The role is available on a permanent basis. It is a hybrid post, enabling the successful candidate to split their time between working in our Cardiff offices and working remotely.

### Our Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team ([HR@wjec.co.uk](mailto:HR@wjec.co.uk)), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

**Closing date: 23:59, Sunday 10 December 2023**

*Interviews are expected to take place on Monday 18 December 2023.*

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Digital Learning Officer</b>
<b>Department:</b>	Information & Technology Service Development
<b>Section:</b>	Digital Learning Production Team
<b>Responsible to:</b>	Support team/QA manager
<b>Grade:</b>	8
<b>Location:</b>	Western Avenue, Cardiff
<b>Main purpose of Job:</b>	

The Digital Learning Officer is responsible for overseeing the creation of online resources and books for WJEC and Eduqas.

They are also responsible for the project management of the creation of those resources, by engaging with external authors and managing the authoring process. The Digital Learning Officer will regularly liaise with stakeholders both within and external to WJEC to ensure the delivery of content in a timely manner.

The DLO takes responsibility for the process of instructional design from inception to sign off, in order to facilitate a smooth transition from raw content to digital product; ensuring that the digital resources created are fit for purpose and support the latest in pedagogical and technological developments.

### Principal Duties and Responsibilities:

- Support senior colleagues in identifying the potential for developing and enhancing WJEC's market share, by monitoring resource support across the other boards as well as being aware of the changing needs of our customers.
- Engage with external stakeholders to understand need and ensure efficacy of the resources available to schools.
- Work with the head of content development to compile and agree the annual development plan.
- Use appropriate project management procedures to ensure effective delivery of the annual development plan including essential documentation and tracking procedures.
- Be responsible for all relevant activities which are part of the process of developing storyboarded content ready for development.
- Establish effective work monitoring processes to ensure that authored content is fit for purpose and meets the needs of the brief.
- Create schedules for internal and external stakeholders and be responsible for key providers delivering to the planned schedule.
- Adapt original materials from authors in a creative and innovative manner across all subject areas taking into account the requirements of stakeholders and utilising the potential of current technologies imaginatively to foster effective pedagogy.
- Deal appropriately with matters that may arise when adapting work authored by others which can at times be difficult and contentious, escalating to senior management where appropriate.

- Advise project authors about copyright issues, and support the Support Team Manager to ensure that permission is sought in a timely manner and adequate records are kept of permissions granted and restrictions noted.
- Ensure that work is checked for plagiarism and that authors understand the need to cite sources appropriately.
- Work closely with the digital editors, digital development team and the digital support team to ensure that all resources pass through the development cycle as efficiently as possible.
- Monitor quality across the range of digital materials keeping in contact with authors and subject officer to ensure their appropriateness within the classroom.
- Take part in retrospectives at the close of each project to ensure that lessons learned inform all new projects.

Person Specification	
<b>Job title:</b>	<b>Digital Learning Officer</b>
<b>Department:</b>	Information & Technology Service Development

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

## Skills and Abilities

### Highly desirable

- Excellent planning and organisation skills with the ability to develop and deliver effective project plans and ensure multiple deadlines are met
- High level of interpersonal skills with the ability to maintain professionalism under pressure
- Effective communication skills with the confidence to give effective presentations to a variety of different audiences
- An innovative thinker, with demonstrable ability to create engaging digital resources
- An excellent eye for detail, ideally with some prior experience in quality assurance
- Ability to communicate in both Welsh and English

### Desirable

- The ability to influence people at all levels

## Knowledge

### Highly desirable

- An understanding of both the potential and the limitations of digital medium for the creation of high quality educational/training material
- Knowledge and understanding of design, production and quality assurance processes relevant to digital resources

### Desirable

- Knowledge of the range of digital and print educational/training resources available on the market

## Experience

### Highly desirable

- Experience of leading or supporting a project
- Experience in the writing of training or teaching and learning materials
- Experience of assuring the quality of digital materials

### Desirable

- Experience working in the education sector, ideally delivering training or classroom teaching
- Experience of instructional design to support digital teaching and learning, including using GIT

## Training / Qualifications

### Highly desirable

- A degree qualification or equivalent academic or professional experience.

### Desirable

- Project management qualification

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd/ Job Title:</b>	Swyddog Dysgu Digidol / Digital Learning Officer		
<b>Cyflog/ Salary:</b>	£36,813 – £38,592 y flwyddyn / per annum	<b>Gradd/ Grade:</b>	8
<b>Gwyliau Blynnyddol/ Annual Leave:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays.		
<b>Pensiwn/ Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
<input checked="" type="checkbox"/> Llawn-amser / Full Time  <input type="checkbox"/> Rhan-amser / Part Time  <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		<b>Nifer yr oriau'r wythnos</b> <b>No. of hrs per week</b> <b>Diwedd y Tymor</b> <b>End of Term</b> <b>Diwedd y Tymor</b> <b>End of Term</b> <b>Nifer yr oriau'r wythnos</b> 36.5 <b>No. of hrs per week</b>	
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:ad@cbac.co.uk">ad@cbac.co.uk</a> erbyn 23:59, dydd Sul 10 Rhagfyr 2023. Completed forms should be sent by email to <a href="mailto:hr@wjec.co.uk">hr@wjec.co.uk</a> by 23:59, Sunday 10 December 2023.			