

Digital Learning Officer (E-learning projects)

Salary: £32,823 - £34,431 per annum

Contract type: Full-time, Fixed-term to 30 September 2022

How we work and study has evolved drastically over the past two years. As a leading exam board in the UK, we are excited by the opportunities this presents and are welcoming applications from experienced digital/e-learning professionals to develop our digital resources.

If you're looking for a career opportunity where you can impact how students and teachers access learning resources across a breadth of subjects, we would love to hear from you!

The role-holder will join an established and collaborative team, working towards a common goal of designing high-quality resources and enhancing personal CPD. They'll engage professionally with a range of stakeholders, internally and externally, to identify needs before designing and implementing resources that are fit for purpose and support the latest in pedagogical and technological developments.

Applications are particularly welcomed from those with a forte for planning and organising, with a good background of project management. They will have experience in a prior e-learning/digital resource role and be comfortable editing HTML5 files and ideally using GIT. Welsh language skills are essential for this post.

The role is fixed-term and available until 30 September 2022. Applications from candidates looking to take up the role on a secondment basis are also encouraged.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme. Whilst there will be times when you are required to work on-site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

If you would like to know more about the position or about working for WJEC, please contact Andrea March (Andrea.March@wjec.co.uk), who would be more than happy to speak to you.

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

Closing date: Monday 6 December 2021.

JOB DESCRIPTION

Job title	Digital Learning Officer
Department:	Chief Executive
Section:	Digital Learning Production Team
Responsible to:	Support team/QA manager
Grade:	8
Location:	Western Avenue, Cardiff
Main purpose of Job:	

Engage with the education community both to ascertain need, ensure efficacy of developed content and promote WJEC and Eduqas content.

Liaise closely with Senior Management within the digital learning production team to support the compilation of the annual development plan and provide updates on a weekly/monthly basis against this plan.

Take responsibility for managing the authoring of resources to support both the Eduqas and WJEC portfolio of qualifications.

Take 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.

Liaise with stakeholders both within and external to WJEC to ensure the delivery of content in a timely manner.

Ensure 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
- Implement all relevant aspects of digital development team's strategic plan, taking advice from senior colleagues where relevant.
- 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

Job title:	Digital Learning Officer
Department:	Chief Executive

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

- High level of interpersonal skills with the ability to maintain professionalism under pressure
- Able to independently plan and organise workload to meet tight deadlines with minimal supervision
- Excellent project management and monitoring skills with the ability to develop and deliver effective project plans and ensure deadlines are met
- The ability to conceptualise innovative educational resources
- The ability to quality assure digital resources across a range of subjects
- The ability to influence people at all levels
- Effective communication skills with the confidence to give effective presentations to a variety of different audiences
- Welsh speaker

Knowledge

Highly desirable

- Knowledge of the potential and limitations of the digital medium for the creation of high quality educational/training material
- Knowledge of the range of digital and print educational/training resources available on the market
- Knowledge and understanding of design, production and quality assurance processes relevant to digital resources

Experience

Highly desirable

- Hands on experience of instructional design to support digital teaching and learning, including using GIT
- Experience of editing HTML5 files
- Experience in the writing of training or teaching and learning materials
- Experience of assuring the quality of digital materials
- Delivery of training or classroom teaching experience

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	
Teitl y Swydd: Job Title:	<u>Digital Learning Officer</u>		
Cyflog: Salary:	£32,823 - £34,431	Gradd: Grade:	8
Gwyliau Blynyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input checked="" type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor 30/09/2022 End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos 36.5 No of hrs per week	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 06 Rhagfyr 2021 Completed forms should be sent by email to hr@wjec.co.uk by 06 December 2021			