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| **JOB DESCRIPTION** |  |
| |  |  | | --- | --- | | **Job title** | **Digital Learning Producer** | | **Department:** | Qualifications and Educational Support | | **Section:** | Digital Education Resources | | **Responsible to:** | Digital Learning Production Manager | | **Grade:** | 7 | | **Location:** | WJEC Office, Western Avenue, Cardiff | | **Main purpose of Job:** |  | | | | |

To create innovative, age appropriate, fit for purpose resources to support the needs of both the WJEC and Eduqas specifications.

To support the Digital Learning Package Managers in following defined working processes so that work flow is streamlined and productivity is enhanced.

To work effectively as part of a team to produce resources in a timely manner.

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| **Principal Duties and Responsibilities:** |  |

* Support the Digital Learning Package Managers in the delivery of projects.
* Transform storyboards into media-rich interactive experiences across a range of platforms.
* Work to key milestones set by the Digital Learning Package Managers and when required make them aware of risks to tolerances set.
* Develop well documented, reusable, and scalable code for use across a range of platforms.
* Maintain a skill set consistent with current and upcoming technologies.
* Share knowledge and experience across the team.
* Work with other stakeholders including Subject Officers involved in the creation of learning materials.
* Be aware of the latest advancements in cross platform development and how their application can support, develop and enhance good classroom practice.
* Under the supervision of the Digital Learning Production Manager manage a small work package that doesn’t require input from other team members.
* To co-work with another Digital Learning Producer on a small work package under the guidance of the Digital Learning Production Manager.
* Any other tasks commensurate with the grade

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| **Person Specification** |  |

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| **Department:** | Qualifications and Educational Support |

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| 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. |

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| **Skills and Abilities** |  |

**Highly desirable**

* Good experience of web design or development
* In-depth knowledge of designing mobile, tablet and desktop applications
* Interest in UX/UI design
* Understanding of web usability standards, accessibility guidelines and cross-browser development
* Understanding of the latest features and development for cross platform applications, resource optimisation techniques and social network integration (e.g. Facebook, Twitter)
* Able to keep abreast of current techniques and practices in web design and development
* Have an interest in education
* Self- motivated and enthusiastic
* Creative, innovative and able to solve problems as they arise
* Flexible in approach and willing to learn
* Able to collaborate on projects with others in the team
* Able to complete a project from start to finish independently as well as part of a team
* Clear communicator with excellent people skills
* Organised and able to work to deadlines
* Have attention to detail

**Desirable**

* Ability to communicate through the medium of Welsh or willingness to learn

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| Knowledge |  |

**Desirable**

* Knowledge and experience of ICT developments and their implications for curriculum development

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| Experience |  |

**Highly desirable**

Proven experience of the following technologies to create modern digital learning resources:

* HTML5 and CSS3
* Javascript ES6
* Knowledge of modern frontend frameworks; preferably React
* Adobe Suite (Illustrator/Photoshop/InDesign/Premier Pro) to create visual assets
* Graphic design skills to create templates and mock-ups
* Video/Sound/Animation editing technology
* Experience in a web development environment
* GIT distributed version control systems

**Desirable**

* Experience in the creation of digital learning materials

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| **Training / Qualifications** |  |

**Highly desirable**

* Educated to HND/HNC level in a relevant subject

**Desirable**

* Relevant Degree

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| Telerau ac Amodau Gwasanaeth | | | | Terms and Conditions of Service | | |
| Teitl y Swydd:  Job Title: | Digital Learning Producer | | | | | |
| Cyflog:  Salary: | £29,129 - £31,902 | | Gradd:  Grade: | | 7 | |
| Gwyliau Blynyddol:  Annual Leave: | 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 | | | | | |
| Pensiwn:  Pension: | Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol  The provision of the Local Government Superannuation Act apply | | | | | |
| Math o Gytundeb: | | | | Contract Type: | | |
| Llawn-amser / Full Time | | | | | | |
| Rhan-amser / Part Time | | Nifer yr oriau yr wythnos  No of hrs per week | | | |  |
| Llawn-amser Tymor Cyfyngedig / Full Time  Limited Term | | Diwedd y Tymor  End of Term Maternity cover | | | |  |
| Rhan-amser Tymor Cyfyngedig / Part Time  Limited Term | | Diwedd y Tymor  End of Term | | | |  |
|  |  | Nifer yr oriau yr wythnos  No of hrs per week | | | |  |
| Dull Ymgeisio: | | | | Method of Application: | | |
| Dylid anfon ffurflenni wedi’u llenwi ar e-bost at [ad@cbac.co.uk](mailto:ad@cbac.co.uk) neu eu postio i’r Uned Adnoddau Dynol, CBAC, 245 Rhodfa’r Gorllewin, Caerdydd, CF5 2YX erbyn 12 Awst 2020, Dyddiad cyfweld 20 Awst 2020  Completed forms should be sent by email to [hr@wjec.co.uk](mailto:hr@wjec.co.uk) or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 12 August 2020, Interview Date 20 August 2020. | | | | | | |