

JOB DESCRIPTION

Job title	Junior Digital Learning Producer
Department:	Qualifications and Educational Support
Section:	Digital Education Resources
Responsible to:	Digital Learning Production Manager
Grade:	5
Location:	WJEC Office, Western Avenue, Cardiff

Main purpose of Job:

To support the Digital Learning Package Managers and Digital Learning Producers 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.

Principal Duties and Responsibilities:

- Support the Digital Learning Package Managers in the delivery of projects.
- Use templates created by the Digital Learning Package Managers to create 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.
- Work with and where required adapt well documented, reusable, and scalable code for use across a range of platforms.
- Maintain a skill set consistent with current and upcoming technologies.
- Work with other stakeholders including Subject Officers involved in the creation of learning materials.
- Any other tasks commensurate with the grade

Person Specification

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Department:	Qualifications and Educational Support

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

- Experience of web design or development
- Knowledge of designing mobile, tablet and desktop applications
- Interest in UX/UI design
- Understanding of web usability standards, accessibility guidelines and cross-browser development
- Able to keep abreast of current techniques and practices in web design and development
- Have an interest in education
- 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 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

Knowledge

Desirable

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

Experience

Highly desirable

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

- HTML5 and CSS3
- Javascript/JQuery
- Adobe Suite (Illustrator/Photoshop/Indesign/Premier Pro) to create visual assets
- Experience in a web development environment

Desirable

- Experience in the creation of digital learning materials

Training / Qualifications

Highly desirable

- Educated to A level in a relevant subject

Desirable

- Relevant Degree

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service**

Teitl y Swydd: Junior Digital Learning Producer
Job Title:

Cyflog: £23,463 – £25,488
Salary:

Gradd: 5
Grade:

Gwyliau Blyneddol: 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:**

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos
No of hrs per week

Diwedd y Tymor
End of Term Maternity cover

Diwedd y Tymor
End of Term

30/09/2022

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 erbyn 19/01/2022

Completed forms should be sent by email to hr@wjec.co.uk by 19/01/2022