

Digital Media and Learning Co-ordinator

Department	Architecture (www.strath.ac.uk/engineering/architecture/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	496096
Reports To	Head of Department	Grade:	7
Salary Range:	£35,308 - £43,155	Contract Type:	Open Contract
FTE	I (35 hours/week)	Closing Date	30/04/2023

Job Advert

The Department of Architecture aims to be a leading provider of education and research in Architecture and the Built Environment. In recent years the Department has expanded in terms of staff and student numbers, with an increasing research and knowledge exchange portfolio. We have a wide range of staff roles and manage our own Departmental spaces and facilities.

We are seeking to appoint a Digital Media and Learning Co-ordinator. The successful candidate will be a confident and professional individual with an ability to work towards and achieve targets. You will support the department's academics to successfully deliver the teaching provision, through managing, developing and implementing our digital media and learning environment.

Job Description

Brief Outline of Job:

The Department of Architecture recognises that there is a growing need to develop and deploy a new generation of tools and facilities to support the requirements of our teaching, learning and organisational activities within the department. Applications are invited from candidates seeking an exciting role who have a degree, or prior experience, in a relevant subject and who have experience in the role of digital technologies in the support of student learning. You will take responsibility for innovation in this area and lead the department's team of technicians in the development of a flexible and accessible learning environment.

Main Activities/Responsibilities:

1.	Support academic colleagues in all aspects of the creation and use of digital learning technologies.
2.	Contribute and manage electronic apps showcasing departmental and student input/work used to disseminate and market projects for students and within the department.
3.	Creation and management of media content for internal and external stakeholders including public domains.
4.	Work in collaboration with academic colleagues to support delivery of teaching on campus and online courses, whilst providing guidance on technological solutions and flexible modes of delivery to aid the creation of new course content or the re-design of existing courses.
3.	Liaise with colleagues and other departments to enhance the learning environment within the department and facilitate potential collaborative working and sharing of resources where this is seen to be mutually beneficial.

4.	Maintain and develop the department's internal SharePoint site, content on MyPlace, the department's on-line learning platform.
5.	Responsible for maintaining and developing our studio installation of networked AV systems.
6.	Lead the department's technicians in a collaborative approach to delivering the needs of our digital learning environment.
7.	Advise and instruct students in the use of current and new technologies as available and relevant to their studies.
8.	Manage the procurement and support of resources in our digital learning environment.
9.	Ensure compliance with appropriate legislative requirements including data protection, licensing and copyright.
10.	Commitment to continuous professional development and the University Values.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level in a relevant subject, or equivalent relevant experience in a similar role.

Experience

E2 Strong track record of successfully managing projects and resources with significant responsibility for decision making, assessing risks to delivery and taking accountability for results.

E3 Knowledge and experience of the development and use of Digital Learning Environments.

E4 Knowledge and experience of web development within a CMS environment.

E5 Knowledge and experience of the implementation and operation of audio-visual technologies.

D1 Experience of student supervision and training.

Job Related Skills and Achievements

E6 Ability to manage and prioritise workload as well as competing demands from stakeholders.

E7 Experience of using a range of digital technologies and relevant software products.

D2 Experience of using a range of creative software design tools.

Personal Attributes

E8 Proven ability to work independently and as part of a team.

E9 Willingness to engage and communicate, demonstrating people management skills and the ability to engage with others.

E10 Excellent leadership and motivational people management skills.

Other Relevant Factors

D3 Demonstrate an interest in digital accessibility and ensuring greater access for all to digital content and learning.

D4 Experience in working within the HE sectors.

D5 Knowledge of relevant issues relating to Health and Safety and Data Protection.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Calum Fischer-Keogh, Operations Manager (0414 548 3017).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Date(s) for formal interviews for this post to be confirmed.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

