

Digital Innovation Facilitator | Centre for Collaborative Learning

Job Description

Purpose

This role will contribute within the Centre for Collaborative Learning (CCL) and support the University in being at the forefront of current and emerging trends in educational technology and digital pedagogy. To achieve this, the post holder will facilitate workshops and curate resources to help develop staff confidence and capabilities across the organisation. Working within the CCL Learning Enhancement team, they will act as a key contact and support in the areas of digital innovation and creative multimedia design.

Duties

1. Build effective relationships with University colleagues to provide support across a range of applications and approaches (e.g. podcasting, multimedia production).
2. Provide specialist advice to colleagues in the effective use of creative digital tools to enhance professional practice.
3. Develop a suite of interactive workshops and training resources to meet the support needs of staff.
4. Actively promote and support CCL's DigiLearn programme as a structured pathway to instil confidence and build digital capability amongst University colleagues.
5. Contribute to CCL communities, events and practice-sharing initiatives/outputs (e.g. blogs, case studies).
6. Collate and share examples of good practice across schools and services.
7. Create engaging multimedia content to support and promote CCL activities and associated workstreams.
8. Demonstrate the use of innovative and inclusive approaches when facilitating workshops and staff development activities.
9. Undertake appropriate project work to support CCL in delivering on its priorities and work resulting from University strategy, as directed by the line manager.
10. Contribute to the effective operation of the CCL Learning Enhancement team and provide integrated support to colleagues across the University by working closely with other teams in the Centre.
11. Take a proactive approach to own development needs to ensure currency and maintain expertise in the use of digital tools, to inform support for others.
12. To undertake any other duties relevant to CCL activities and commensurate with the level of the post, as directed by the line manager.
13. To demonstrate flexibility and commitment to the University and Centre's values, policies, and development plans.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Degree or equivalent work experience (Application/Interview).
- Experience of facilitating development workshops and support in the areas of digital innovation and/or creative multimedia design (Application/Interview).
- High-level communication skills, capable of delivering clear messages to academic, technical and support staff (Application/Interview).
- Excellent organisational skills, with a proactive approach to work and learning (Application/Interview).
- Highly motivated, with a passion for learning and skills development (Application/Interview).
- Expertise in the use of a variety of digital and creative multimedia tools (Application/Interview).
- Ability to work well as part of a collaborative team and provide effective support to others (Application/Interview).
- Proficient in the use of Microsoft 365 applications (Application/Interview).
- Willingness to adapt in an ever-changing work environment (Application/Interview).
- An understanding of and demonstrable commitment to the University's values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Degree in a digital/creative media-based subject (Application).
- Experience of working in a further or higher education environment (Application/Interview).
- Recognised certification in coaching, facilitation or training (Application).
- Expertise in the use of Adobe Creative Cloud and associated tools (Application/Interview).
- Experience of working with stakeholders at all levels of an organisation (Application/Interview).
- Postgraduate certificate in education, or equivalent teaching qualification (Application).
- Experience of co-ordinating and delivering projects within a set timescale (Application/Interview).
- Understanding of key implications regarding accessibility, intellectual property and copyright when developing digital content (Application/Interview).