

Digital Learning Officer

Salary: £38,691.00 - £40,560.00 per annum (Grade 8)

Contract type: Full-time, Fixed-term to 31 July 2025

The role

The role-holder will join an established and collaborative team, working towards a common goal of designing high-quality resources. A key element of the role is working with a range of stakeholders to identify needs, before helping to design and implement resources that support the latest in pedagogical and technological developments. This post will specifically support our 'Made for Wales' project and is heavily focused on project management of the assigned resource, meeting key milestones as well as ensuring that the resource content is fit for purpose.

The person

Applications are particularly welcomed from those with some project management experience and / or experience in the education sector. Welsh language skills are desirable but not essential for this post.

Our Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. Welsh language skills are not essential but the willingness to learn is always valued.

If you would like to know more about the position or about working for WJEC, please contact HR@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: 23:59, Sunday 18 August 2024

Interviews are expected to take place in the week commencing 26 August 2024.

JOB DESCRIPTION

Job Title:	Digital Learning Officer
Department:	IT
Section:	Educational Resources
Responsible to:	Senior Digital Learning Officer
Grade:	8
Location:	Western Avenue, Cardiff
Main purpose of Job:	

The Digital Learning Officer is responsible for overseeing the creation of online resources and books for WJEC and Eduqas.

They are also responsible for the project management of the creation of those resources, by engaging with external authors and managing the authoring process. The Digital Learning Officer will regularly liaise with stakeholders both within and external to WJEC to ensure the delivery of content in a timely manner.

The Digital Learning Officer takes 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; ensuring 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
- 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:	IT

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

- Excellent planning and organisation skills with the ability to develop and deliver effective project plans and ensure multiple deadlines are met
- High level of interpersonal skills with the ability to maintain professionalism under pressure
- Effective communication skills with the confidence to give effective presentations to a variety of different audiences
- An innovative thinker, with demonstrable ability to create engaging digital resources
- An excellent eye for detail, ideally with some prior experience in quality assurance

Desirable

- The ability to influence people at all levels
- Ability to communicate in both Welsh and English

Knowledge

Highly desirable

- An understanding of both the potential and the limitations of digital medium for the creation of high quality educational/training material
- Knowledge and understanding of design, production and quality assurance processes relevant to digital resources

Desirable

- Knowledge of the range of digital and print educational/training resources available on the market

Experience

Highly desirable

- Experience of leading or supporting a project
- Experience in the writing of training or teaching and learning materials
- Experience of assuring the quality of digital materials

Desirable

- Experience working in the education sector, ideally delivering training or classroom teaching
- Experience of instructional design to support digital teaching and learning, including using GIT

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:

Swyddog Dysgu Digidol / Digital Learning Officer

Cyflog /
Salary:£38,691 - £40,560 y
flwyddyn / per annumGradd /
Grade:

8

Gwyliau Blynnyddol /
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 Llawn-amser Tymor Cyfyngedig / Full Time
Limited Term Rhan-amser Tymor Cyfyngedig / Part Time
Limited TermNifer yr oriau yr wythnos
No of hrs per weekDiwedd y Tymor
End of Term

31/07/2025

Diwedd y Tymor
End of TermNifer yr oriau yr wythnos
No of hrs per week

36.5

Dull Ymgeisio:

Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 23:59, dydd Sul 18 Awst 2024.

Disgwylir cynnal cyfweiliadau yn ystod yr wythnos yn dechrau 26 Awst 2024.

Completed forms should be sent by email to hr@wjec.co.uk by 23:59, Sunday 18 August 2024.

Interviews are expected to take place in the week commencing 26 August 2024.