Swydd Ddisgrifiad

Prifysgol Wrecsam Wrexham University

Cyfadran/Adran	Cyfarwyddiaeth Gweithrediadau
Adran	Gwasanaethau Gwybodaeth
Teitl y Swydd	Rheolwr Dysgu Digidol
Yn atebol i	Rheolwr Cymorth Digidol a Dysgu
Gradd	SAP1

Prif Atebolrwydd

Yng nghyd-destun y Strategaeth Cefnogi Dysgu a Chyflawniadau Myfyrwyr, y Fframwaith Dysgu Gweithredol a'r Strategaeth Ddigidol, cyfrannu at ddatblygu'r ymarfer academaidd a chymhwysedd digidol cymuned ymarferwyr AU y Brifysgol.

Ar y cyd â chydweithwyr academaidd, arwain ar wella addysgu a dysgu drwy ddefnyddio technoleg ac adnabod ffyrdd i gefnogi staff i ddarparu darpariaeth dysgu cyfunol effeithiol o ran addysgeg ar draws y portffolio dysgu.

Darparu cymorth ar gyfer dulliau addysgegol amgen a hwylusir neu a wellir drwy ddefnydd o dechnoleg.

Darparu cyngor, ymgynghoriad a chymorth arbenigol i staff academaidd ynglŷn â dulliau ac adnoddau yn ymwneud â dylunio cwricwlwm, technoleg ac addysgeg.

Adnabod ffyrdd o gefnogi staff Gwasanaethau Proffesiynol i ddatblygu eu Galluoedd Digidol.

Rheoli darpariaeth lwyddiannus gwasanaeth cymorth Dysgu Digidol rhagorol ar gyfer y Brifysgol drwy gyfrannu at gynllunio gweithredoedd, arian, adnoddau a strategaethau, datblygu polisi, gweithredu polisi, prosesau monitro, data a sicrhau ansawdd, sy'n cefnogi'r holl weithgareddau Dysgu Digidol

Tasgau Allweddol

Datblygu a chynnal perthnasau cadarnhaol dylanwadol ac ymddiriedol gyda chydweithwyr mewn gwasanaeth Proffesiynol a Thimau Cwrs (rhaglen), gyda'r nod o ddenu sylw cydweithwyr at ddatblygiad ymarfer academaidd a digidol rhagorol ar draws y Brifysgol. Ymgysylltu â chydweithwyr i hwyluso rhannu arferion academaidd rhagorol rhwng cyfadrannau a gwasanaethau.

Fel aelod o'r Tîm Datblygu Academaidd (ADT), gweithio'n agos gyda chydweithwyr i ddatblygu, hyrwyddo a chefnogi Fframwaith Dysgu Gweithredol y Brifysgol.

Denu sylw at fentrau a gweithgorau ledled y Brifysgol a chyfrannu atynt, i adnabod arferion gorau a gyrru newid mewn ymarfer dysgu ac addysgu, gan weithio gyda chydweithwyr ar draws gwahanol adrannau. Cefnogi gwella addysgu a dysgu drwy ddefnydd o dechnoleg.

Hyrwyddo, cefnogi a mwynhau prosesau gweithredu Dysgu Digidol a Galluoedd Digidol ar draws y Brifysgol drwy gyfrannu at ddatblygu a monitro'r strategaeth ar gyfer anghenion technoleg Cefnogi Dysgu Myfyrwyr, ac i gyfrannu at ddatblygiad a gweithrediad dilynol strategaethau a pholisïau cefnogi eraill sy'n bodloni gofynion sefydliadol a phroffesiynol.

Gweithio'n agos gyda staff y Brifysgol a phartneriaid allanol i ddarparu arbenigedd mewn adnabod anghenion technoleg ar gyfer y dyfodol a chyfrannu at ddatblygiad a gweithrediad dilynol strategaethau a pholisïau cefnogol eraill sy'n bodloni gofynion sefydliadol a phroffesiynol perthnasol.

Dylunio, datblygu a theilwra cyfleoedd Datblygiad Proffesiynol Parhaus yn ymwneud â dysgu digidol ar gyfer cydweithwyr Gwasanaethau Academaidd a Phroffesiynol.

Darparu cyngor, ymgynghoriad a chymorth arbenigol i staff academaidd ynglŷn â dulliau ac adnoddau yn ymwneud â dylunio cwricwlwm, technoleg ac addysgeg, gan ddefnyddio menter a chreadigrwydd i fynd i'r afael â phroblemau a datblygu datrysiadau. Dehongli gofynion cymhleth a chyfleu syniadau cysyniadol cymhleth wrth ymateb i anghenion cwsmeriaid.

Ar y cyd â'r Rheolwr Cefnogi Prosiectau a Datblygu Digidol, y Rheolwr Cefnogi Academaidd a'r Rheolwr Cefnogi Dysgu a Digidol, datblygu cynlluniau gweithredol sy'n cefnogi datblygiad a darpariaeth o'r defnydd o Ddysgu Digidol a thechnolegau TG gan staff a myfyrwyr ar draws y Brifysgol.

Cynrychioli Gwasanaethau Gwybodaeth, a chyfrannu a chymryd rhan mewn pwyllgorau, cymunedau ymarfer, prosiectau a gweithgorau perthnasol i'r swydd, a digwyddiadau yn ymwneud â Sicrwydd Ansawdd, Arferion Gorau a Dilysu, gan gynnwys CREATE.

Darparu arweinyddiaeth a rheolaeth i sicrhau darpariaeth lwyddiannus gwasanaeth cefnogi Dysgu Digidol rhagorol ar gyfer y Brifysgol. Rheoli a chyfarwyddo'r Swyddog(ion) Dysgu Digidol a Hwyluswyr Dysgu Digidol, a sicrhau eu bod yn darparu cefnogaeth defnyddwyr a hyfforddiant i staff a myfyrwyr yng nghyd-destun technolegau dysgu digidol, darparu lefelau gwasanaeth cwsmeriaid rhagorol wrth ymdrin â cheisiadau gan ddefnyddwyr, darparu gwasanaeth effeithiol i gefnogi gweithgareddau asesu cyffredinol y Brifysgol, a pharatoi, diweddaru, monitro cylchrediad canllawiau ymarfer a dogfennaeth ac adnoddau cyfarwyddiadol.

Yn gyfrifol am adroddiadau uniongyrchol rheoli staff, gan gynnwys dethol a recriwtio, hyfforddi a datblygu, adolygu perfformiad, ymgynghoriadau a chyfathrebiadau etc.

Datblygu a chynnal dulliau rhagweithiol, gan ddefnyddio amrywiaeth o ddulliau darpariaeth, a fydd yn gwella gwasanaethau Dysgu Digidol ar gyfer staff a myfyrwyr. Datblygu prosesau cadarn a chyfathrebu'n effeithiol i sicrhau bod cymuned ehangach y Brifysgol yn deall ac yn ymwybodol o'r ystod o wasanaethau ac adnoddau sydd ar gael.

Bod yn gyfrifol am gynllunio, arwain a gwelliannau gweithredol o fewn yr amgylchedd Dysgu Digidol a/neu wasanaethau o fewn amserlenni a roddir, gan gyflawni'r safonau gofynnol.

Cynnal cofnodion a monitro defnydd ac effeithiolrwydd amgylchedd dysgu rhithwir (VLE) y Brifysgol, ac offer Dysgu Digidol perthnasol drwy gasglu data ystadegol ac adborth ansoddol gan staff gwasanaethau academaidd a phroffesiynol, a chysylltu'r rhain â Dangosyddion Perfformiad Allweddol a nodir gan y Cyfarwyddwr Cyswllt neu o fewn strategaethau'r Brifysgol. Datblygu a chynnal Cytundebau Lefel Gwasanaeth ar gyfer offer yn ymwneud â TEL a chyda phartneriaid/cyflenwyr allanol yn ôl yr angen. Monitro a gwerthuso prosiectau a chynhyrchu adroddiadau yn ôl yr angen.

Ymgymryd ag ymchwil addysgegol a thechnoleg i yrru perthnasedd a defnydd technoleg yn y Brifysgol ar gyfer dysgu, addysgu a chefnogi cyflawniadau myfyrwyr.

Cynnal ffocws allanol i adnabod tueddiadau a chyfeiriad y diwydiant a dadansoddi a dehongli datblygiadau mewn addysgeg ddigidol ac yn sector y Brifysgol. Cynrychioli'r Brifysgol mewn digwyddiadau allanol a thrwy aelodaeth o gyrff allanol, er mwyn adnabod arfer orau'r sector ac i gyfrannu at reolaeth ac enw da'r sefydliad.

Cydweithredu â rhwydweithiau rhanbarthol a chenedlaethol, gan gynnwys Jisc, ALT a chymunedau a Grwpiau Diddordeb Arbennig Ucisa, i ddiweddaru gwybodaeth broffesiynol a chynnal lefel o ymwybyddiaeth o'r amgylchedd newidiol sy'n effeithio ar ddysgu digidol, ymarfer a datblygiad.

Adeiladu a chynnal cydweithrediadau ag amrywiaeth o asiantaethau allanol sy'n berthnasol i'ch maes cyfrifoldeb. Cynrychioli'r Brifysgol ar y Fforwm Penaethiaid E-Ddysgu a grwpiau perthnasol eraill ar gais y Cyfarwyddwr Gwasanaethau Gwybodaeth a'r Rheolwr Dysgu a Chefnogi Digidol.

Nodweddion Arbennig

Mae'r rôl wedi'i lleoli 'ar y campws' yn Wrecsam yn bennaf, er y gellir ystyried ychydig o weithio cyfunol, ac ymweliadau i Gampysau eraill Llaneurgain a Llanelwy yn ôl yr angen.
Gall fod angen cefnogaeth gyda'r nos, ar benwythnosau neu'r tu hwnt i oriau swyddfa o bryd i'w gilydd. Felly mae angen agwedd hyblyg tuag at oriau gwaith.

Bydd gofyn i ddeiliad y swydd fynychu cyfarfodydd a chynadleddau o fewn y DU a sefydliadau partner yn achlysurol, yn ôl yr angen.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a geir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o ansawdd yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swyddi gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddaru swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd

Manyleb Person

Prifysgol Wrecsam Wrexham University

Teitl y Swydd:

Rheolwr Dysgu Digidol

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Y gallu i reoli newid yn effeithiol	Ff, C	H
		1.2	Yn meddu ar agwedd broffesiynol, ragweithiol a chreadigol wrth ddatrys problemau.	Ff, C	H
		1.3	Y gallu i gymell unigolion a thimau, trafod gyda nhw a'u hysbrydoli, yn arbennig yng nghyd-destun defnyddio technolegau dysgu. Sgiliau cyfathrebu arbennig ar lafar, yn ysgrifenedig ac ar-lein.	Ff, C	H
		1.4	Y gallu i ffurfio perthnasau proffesiynol dwyochrog rhagorol, ac i ddatblygu, arwain a dylanwadu ar rwydweithiau a chymunedau ymarfer effeithiol.	C	H
		1.5	Y gallu i ddiffinio gweithdrefnau ar eich cyfer chi eich hun a'ch tîm i weithio'n hyblyg ac yn effeithiol dan bwysau i fodloni terfynau amser heriol (sy'n gwrthdaro â'i gilydd ar brydiau).	Ff/C	H
		1.6	Y gallu i droi blaenoriaethau strategol yn gynlluniau, amcanion a deilliannau ymarferol er mwyn gwella dysgu ac addysgu.	Ff/C	H
		1.7	Sgiliau digidol datblygedig iawn gyda gallu amlwg i fanteisio ar dechnolegau digidol mewn	Ff/C	H

		1.8	addysgu a dysgu mewn modd creadigol. Agwedd ragweithiol, hyblyg, addasadwy ac ymatebol i fodloni anghenion academaidd a gwasanaeth, a cheisiadau ar gyfer datblygu.	Ff/C	H
		1.9	Y gallu i gynllunio, monitro a gwerthuso prosiectau ac effeithiolrwydd hyfforddiant.	Ff/C	H
		1.10	Y gallu i gyfathrebu'n effeithiol gyda chydweithwyr ar bob lefel ac ar draws ystod eang o bynciau yn ymwneud â Chyfoethogi Dysgu drwy Dechnoleg.	Ff/C	H
		1.11	Sgiliau rhyngbersonol a chyfathrebu rhagorol (gan gynnwys sgiliau llafar, ysgrifenedig a chyflwyno)	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth dda o ddamcaniaethau addysgegol cyfredol sy'n sail i Ddysgu Digidol, a dulliau addysgegol sy'n cael eu gwella drwy ddefnydd o dechnolegau dysgu.	Ff, C	H
		2.2	Arbenigedd mewn rheoli pobl, adnoddau a systemau ar-lein ac e-ddysgu.	Ff, C	H
		2.3	Gwybodaeth am y sector AU, addysgeg a strategaethau asesu AU, gwneud penderfyniadau, strwythurau a pholisïau yn y Brifysgol, gan gynnwys gweithdrefnau Sicrhau Ansawdd.	Ff, C	H
		2.4	Gwybodaeth dda am amgylcheddau dysgu rhithiol ac adnoddau eraill sydd wedi'u dylunio i gefnogi dysgu, gan gynnwys recordio darlithoedd, canfod llên-ladrad, e-bortffolios ac offer cydweithredu.	Ff, C	H
		2.5	Gwybodaeth am ddylunio a datblygu cwricwlwm.	Ff/C	H

		2.6	Sgiliau ymchwil addysgegol cryf.	Ff/C	H
		2.7	Gwybodaeth am arferion gorau wrth gydymffurfio â gofynion cyfreithiol, gan gynnwys Hygyrchedd, Safonau'r Gymraeg, hawlfraint ac eiddo deallusol.	Ff/C	H
3	Addysg a Hyfforddiant	3.1	Wedi'ch addysgu i lefel gradd neu brofiad sylweddol mewn Addysg Uwch neu Bellach.	Ff/C	H
		3.2	Gradd uwch.	Ff/C	D
		3.3	Cymhwyster mewn Addysg Uwch/Dysgu ac addysgu.	Ff, C	D
		3.4	Wedi cyflawni Cymrodoriaeth o'r Academi Addysg Uwch neu Aelodaeth Ardystiedig o'r Gymdeithas Technolegau Dysgu (CMALT), neu barodrwydd i weithio tuag at hyn.	Ff, C	H
		3.5	Cymhwyster arweinyddiaeth a/neu reoli.	Ff/C	H
		3.6	Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.	Ff/C	H
4	Profiad Perthnasol	4.1	Lleiafswm o bum mlynedd o brofiad o weithio gyda thechnoleg a chymhwyso technoleg mewn amgylchedd dysgu ac addysgu, yn ddelfrydol fel tiwtor a gweinyddwr.	Ff, C	H
		4.2	Tystiolaeth o arwain newid ar draws adrannau a thimau.	Ff, C	H
		4.3	Profiad o reoli staff ac arwain tîm.	Ff, C	H
		4.4	Tystiolaeth o sefydlu systemau a gweithdrefnau gweinyddol newydd a rheoli adnoddau.	Ff, C	H
		4.5	Profiad o werthuso'n feirniadol technolegau digidol i gefnogi addysgu a dysgu.	Ff, C	H
		4.6	Profiad amlwg o ddatblygu staff, cyflwyno digwyddiadau hyfforddiant a rhoi cefnogaeth i ddefnyddwyr.	Ff, C	H

		4.7	Profiad o gydweithio gyda staff ar draws ffiniau disgyblaethol ac adrannol.	Ff, C	H
		4.8	Profiad o hyfforddi unigolion/timau i ddatblygu datrysiadau technolegol i atgyfnerthu'r profiad myfyrwyr.	Ff, C	H
		4.9	Sgiliau hwyluso cryf ag ymagwedd arloesol tuag at ddatblygu arferion AU.	Ff/C	H
5	Gofynion Arbennig		**Bydd yn ofynnol i ddeiliad y swydd ddangos ei fod yn gallu bodloni'r rhinweddau sy'n gysylltiedig â'r cymwyseddau ymddygiadol canlynol.**		
		5.1	Hunan reolaeth a sgiliau personol - Ymwybyddiaeth o'ch ymddygiad eich hun ac ystyried sut mae'n effeithio ar eraill, gwella sgiliau personol i addasu arfer proffesiynol yn unol â hynny.	Ff/C	H
		5.2	Darparu gwasanaeth rhagorol - Darparu gwasanaeth o'r safon uchaf i gleientiaid allanol a mewnol. Meithrin perthnasoedd hirdymor didwyll ac agored er mwyn codi safonau.	Ff/C	H
		5.3	Ymgymryd ag agwedd holistig a gweithio'n frwdfrydig i ddadansoddi problemau a datblygu datrysiadau ymarferol. Adnabod cyfleoedd ar gyfer arloesi.	Ff/C	H
		5.4	Croesawu newid - Croesawu ac ymgysylltu syniadau newydd a ffyrdd newydd o weithio. Addasu i sefyllfaoedd anghyfarwydd, newid mewn gofynion a newid mewn rolau.	Ff/C	H
		5.5	Defnyddio adnoddau yn effeithiol- Adnabod a gwneud y defnydd mwyaf cynhyrchiol o adnoddau, gan gynnwys pobl, amser, gwybodaeth, rhwydweithiau a chyllidebau.	Ff/C	H
		5.6	Ymgysylltu â'r cyd-destun ehangach - Gwella eich cyfraniad	Ff/C	H

|			Dull Adnabod	Pwysigrwydd
		i'r sefydliad trwy ddeall y darlun ehangach a dangos ymrwymiad i werthoedd sefydliadol.		
	5.7	Datblygu eich hun ac eraill - Dangos ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun. Cefnogi ac annog eraill i ddatblygu eu gwybodaeth broffesiynol, sgiliau ac ymddygiadau proffesiynol i'w galluogi i gyrraedd eu potensial llawn.	Ff/C	H
	5.8	Cydweithio - Gweithio'n gydweithredol ag eraill er mwyn cyflawni amcanion. Cydnabod a gwerthfawrogi'r cyfraniadau gwahanol mae pobl yn eu cynnig i'r broses hon.	Ff/C	H
	5.9	Cyflawni canlyniadau - Bodloni amcanion a meini prawf llwyddiant y cytunwyd arnynt yn gyson. Cymryd cyfrifoldeb personol am gyflawni pethau.	Ff/C	H

Dyddiad Adolygu	Mehefin 2024

Allwedd	**Dull Adnabod**	**Ff**	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	**H**	Hanfodol
		D	Dymunol

Job Description

Prifysgol **Wrecsam**
Wrexham University
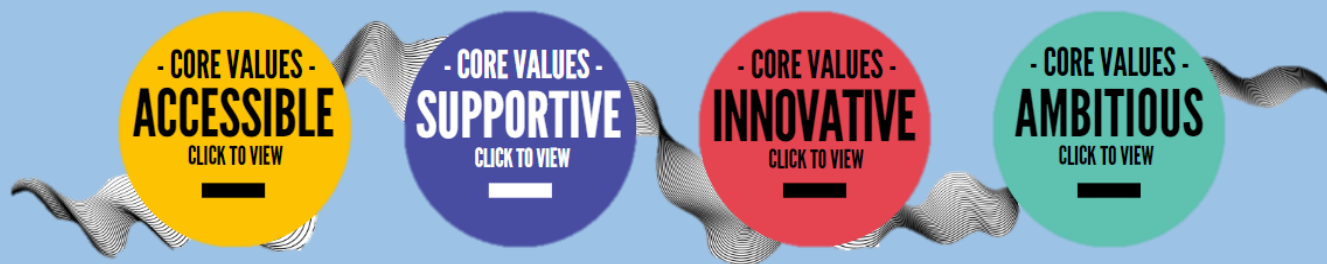
Faculty/Department	Operations Directorate
Section	Information Services
Job Title	Digital Learning Manager
Reports to	Learning and Digital Support Manager
Grade	SAP!

Principal Accountabilities

In the context of the Strategy for Supporting Student Learning and Achievement, the Active Learning Framework and the Digital Strategy, contribute in developing the academic practice and digital capability of the University's HE practitioner community.

In conjunction with Academic colleagues, lead on the enhancement of teaching and learning through the use of technology and identify ways to support staff to deliver pedagogically effective blended learning provision across the teaching portfolio.

Provide support for alternative pedagogical approaches facilitated or enhanced by the use of technology.

Provide advice and consultancy to academic staff about approaches and resources relating to curriculum design, technology and pedagogy.

Identify ways to support Professional Services staff to develop their Digital Capabilities.

Manage the successful delivery of an excellent Digital Learning support service for the University by contributing to strategic, budgetary, resource and operation planning, policy development, policy implementation, monitoring, data and quality assurance processes, which support all Digital Learning activities..

Key Tasks

Develop and sustain positive relationships of influence and trust with colleagues in Course (programme) Teams and Professional services with the purpose of engaging colleagues in the development of excellent academic and digital practice across the University. Liaise with colleagues to facilitate the sharing of excellent academic practice between faculties and services.

As a member of the Academic Development Team (ADT), work closely with colleagues to develop, promote and support the University's Active Learning Framework.

Engage and contribute in University-wide initiatives and working groups, to identify best practice and drive change in learning and teaching practice, working with colleagues from across departments. Support the enhancement of teaching and learning through the use of technology

Promote, support and maximise the embedding of Digital Learning and Digital Capabilities throughout the University by contributing in the development and monitoring of the strategy for Supporting Student Learning technology needs and to contribute to the development and subsequent implementation of other supporting strategies and policies which meet relevant institutional and professional requirements.

Work closely with University staff and external partners to provide expertise in identifying future technology needs and to contribute to the development and subsequent implementation of other supporting strategies and policies which meet relevant institutional and professional requirements

Design, develop and tailor Continuing Professional Development opportunities relating to digital learning for Academic and Professional Services colleagues.

Provide advice and consultancy to academic teams and services about approaches and resources relating to curriculum design, technology and pedagogy, using initiative and creativity to resolve problems and develop solutions. Interpret complex requirements and convey complex conceptual ideas in response to customer needs.

In conjunction with the Digital Development and Project Support Manager, Academic Support Manager and the Learning and Digital Support Manager, develop operational plans that support the development and delivery of the use of Digital Learning and IT technologies by staff and students across the University

Represent Information Services, and participate in and contribute to, committees, communities of practice, projects and working groups relevant to the role, and events relating to Quality Assurance, Best Practice and Validation, including CREATE

 Provide leadership and management to ensure the successful delivery of an excellent Digital Learning support service for the University. Manage and direct the Digital Learning Officer(s) and Digital Learning Facilitators and ensure they provide user support and training to staff and students in the use of digital learning technologies, provide excellent levels of customer service when dealing with requests from user, deliver an efficient service in support of the University's overall assessment activities and prepare, update, monitor currency. of practice guidance and how-to documentation and resources

Responsible for the staff management of direct reports, including selection and recruitment, training and development, performance review, consultations and communications etc.

Develop and maintain proactive approaches, using a variety of delivery modes, which will enhance Digital Learning services to staff and students. Develop robust processes and effective communications to ensure the wider University community understand and are aware of the range of services and resources available

To be accountable for planning, leading and operational improvements within the Digital Learning environment and/ or services within given timescales to the required standards

Maintain records and monitor usage and effectiveness of the University's VLE and related Digital Learning tools by gathering statistical data and qualitative feedback from academic and professional services staff and relate these to KPIs as indicated by the Associate Director or University strategies. Develop and Maintain Service Level Agreements for TEL related tools and with external suppliers/partners where appropriate. Monitor and evaluate projects and produce reports as required

Undertake pedagogic and technology research to push forward the relevance and usage of technology in the University for learning, teaching and supporting student achievement

Maintain an external focus to identify industry trends and direction and analyse and interpret developments in digital pedagogy and in the University sector. Represent the University at external events and conferences and through membership of external bodies, in order to identify sector best practice and to contribute to the management and reputation of the institution

Collaborate with regional and national networks, including Jisc, ALT and Ucisa Special Interest Groups and communities, to keep professional knowledge up-to-date and maintain a level of awareness of the changing environment affecting digital learning, practice and development

Build and maintain collaborations with a variety of external agencies relevant to areas of responsibility. Represent the University on the national Heads of E-Learning Forum and other relevant groups as requested by the Director of Information Services and the Learning and Digital Support Manager

Special Features

This role is primarily an 'on-campus' at Wrexham although some blending working can be considered and visits to other Campus's at Northop and St Asaph as required
Evenings, weekend or out of hours support may be required from time to time. Flexible approach to working hours is therefore required.

There will be a requirement for the post holder to attend meetings and conferences within the UK and occasionally partner organisations as and when required

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Prifysgol Wrecsam
Wrexham University

Job Title:	Digital Learning Manager

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		**Item**	**Relevant Criteria**	**Identification Method**	**Rank**
1	Skills & Abilities	1.1	Ability to effectively manage change	A,I	E
		1.2	Professional, proactive and creative approach to problem-solving	A,I	E
		1.3	Ability to motivate, negotiate with influence both to both individuals and teams, particularly in the context of the use of the learning technologies. High level skills in oral, written and online communication.	A,I	E
		1.4	Ability to form excellent reciprocal, professional relationships and to develop lead and influence effective, networks and communities of practice.	I	E
		1.5	Ability to define priorities for self and team and to work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.	A/I	E
		1.6	Able to translate strategic priorities into practical plans, objectives and outputs for learning and teaching enhancement.	A/I	E
		1.7	Highly developed digital skills with a proven ability to creatively exploit digital technologies in learning and teaching.	A/I	E
		1.8	Proactive, flexible, adaptable and responsive approach to meeting academic and service needs and requests for development.	A/I	E
		1.9	Ability to plan, monitor and evaluate projects and training effectiveness.	A/I	E
		1.10		A/I	E

		1.11	Ability to communicate effectively with colleagues at all levels and across a wide range of topics related to Technology Enhanced Learning. Excellent Interpersoanl and communication skills (including verbal, written and presentation skills)	A/I	E
2	General & Specialist Knowledge	2.1	Good understanding of current pedagogical theories underpinning Digital Learning, and pedagogical approaches enhanced by the use of learning technologies.	A,I	E
		2.2	Expertise in the management of e-learning and online systems, people and resources.	A,I	E
		2.3	Knowledge of the HE sector, HE pedagogy and assessment strategies, university decision-making, structures and procedures, including Quality Assurance procedures.	A,I	E E
		2.4	Good knowledge of virtual learning environments and other tools designed to support learning, including for lecture capture, plagiarism detection, e-portfolios, and tools for collaboration.	A,I	E
		2.5	Knowledge of curriculum design and development.	A/I	E
		2.6	Strong pedagogic research skills.	A/I	E
		2.7	Knowledge of best practice in conforming to legal requirements, including Accessibility, Welsh language standards, copyright and intellectual property.	A/I	E
3	Education & Training	3.1	Educated to degree level or significant experience in Higher or Further Education.	A/I	E
		3.2	A higher degree.	A/I	D
		3.3	Qualification in Higher Education/Learning and teaching	A,I	D
		3.4	Ahieved or be willing to work towards Fellowship of the Higher Education Academy or Certified Membership of the Association for Learning Technology (CMALT)	A,I	E
		3.5	A qualification in leadership and/ or management.	A/I	E
		3.6	Evidence of Continuing Professional Development	A/I	E

4	Relevant Experience	4.1	A minimum of five years' experience working with and implementing technology in a learning and teaching environment, ideally as both a tutor and administrator.	A,I	E
		4.2	Evidence of leading change across departments and teams.	A,I	E
		4.3	Experience of managing staff and leading a team.	A,I	E
		4.4	Evidence of establishing new administrative systems and procedures and managing resources.	A,I	E
		4.5	Experience in critically evaluating digital technologies to support teaching and learning.	A,I	E
		4.6	Proven experience in delivering staff development, training events and user support.	A,I	E
		4.7	Experience of collaborative working with staff across discipline and departmental boundaries.	A,I	E
		4.8	Experience of training individuals/ teams in developing technological solutions to enhance the student learning experience.	A,I	E
		4.9	Strong facilitation skills and an innovative approach to developing HE practice.	A/I	E
5	Special Requirements		**The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies.**		
		5.1	Managing self and personal skills-Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.	A/I	E
		5.2	Delivering excellent service- Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up standards.	A/I	E
		5.3	Finding solutions-Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.	A/I	E
		5.4	Embracing change- Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands, and changing roles.	A/I	E

	5.5	Using resources effectively-Identifying and making the most productive use of resources including people, time, information, networks, and budgets.	A/I	E
	5.6	Engaging with the wider context Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.	A/I	E
	5.7	Developing self and others-Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills, and behaviours to enable them to reach their full potential.	A/I	E
	5.8	Working together-Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.	A/I	E
	5.9	Achieving results- Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.	A/I	E

Date of Revision	June 2024		

Key	**Identification Method**	**A**	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	**E**	Essential
		D	Desirable