Swydd Ddisgrifiad

Prifysgol Wrecsam Wrexham University

Cyfadran/Adran	Gwasanaethau Gwybodaeth
Adran	Datrysiadau Digidol
Teitl y Swydd	Rheolwr Datblygu Amgylchedd Dysgu Rhithiol (VLE)
Yn atebol i	Rheolwr Datrysiadau Digidol
Cyfrifol am	Y tîm digidol
Gradd	SAP1

Prif Atebolrwydd

Bod yn gyfrifol am nifer o brosiectau digidol ac am sicrhau eu bod yn cael eu gweithredu mewn arferion addysgu a gwaith ac yn cael eu darparu yn brydlon o fewn y gyllideb a gynigwyd.

Cyfrifoldeb am ddarpariaeth ar-lein, yn gweithio gydag academyddion i sicrhau bod cyrsiau Ysgol Fusnes Gogledd Cymru ar gael yn brydlon ac yn cyflawni'r ansawdd disgwyliedig

Cyfrifoldeb cyffredinol am amrywiaeth o Lwyfannau Dysgu Ar-lein.

Hyfforddi a chefnogi myfyrwyr, staff academaidd a phroffesiynol i gynnwys sgiliau digidol yn eu harferion gwaith, astudio ac addysgu.

Tasgau Allweddol

Darparu arbenigedd mewn adnabod prosiectau digidol ar gyfer y dyfodol a sicrhau bod y prosiectau hynny'n cyfrannu at ddatblygu a gweithredu dilynol strategaethau a chynlluniau, gan gynnwys y Strategaeth Cefnogi Dysgu a Chyflawniad Myfyrwyr, y Strategaeth Gwella Sgiliau Digidol a'r Fframwaith Dysgu Gweithredol.

Gwerthuso ceisiadau ar gyfer prosiectau/mentrau digidol, ar y cyd â'r Panel Adolygu Technegol, gan sicrhau eu bod yn bodloni gofynion y Brifysgol ac yn cynnig gwerth am arian, ac y gellir eu cyflawni o fewn yr amserlen ddymunol, gan fodloni strategaethau'r Brifysgol ar yr un pryd.

Cysylltu â Phartneriaethau Addysg Uwch (HEP) a gweithio gyda'r Rheolwr Prosiect ar gyfer NWMC ac academyddion i sicrhau bod modiwlau yn barod i gael eu cyflwyno a bod cofrestriadau myfyrwyr a staff wedi cael eu cwblhau o fewn yr amserlen chwe gwaith y flwyddyn.

Bod yn gyfrifol am y llwyfan Canvas (Amgylchedd Dysgu Rhithiol), Moodle ac integreiddio meddalwedd eraill fel SITs, Panopto, Unitu a Turnitin.

Bod yn gyfrifol am brosiectau digidol fel y cytunwyd arnynt gan y Rheolwr Datblygu Amgylchedd Dysgu Rhithiol (VLE) a chreu grŵp llywio, cwmpasu dogfennau a sicrhau creu amserlenni addas o fewn cyllideb ddiffiniedig.

Ar y cyd â'r Uwch Arweinydd Gwasanaethau Gwybodaeth, darparu arweinyddiaeth strategol yn natblygiad a darpariaeth defnydd staff a myfyrwyr ar draws y Brifysgol o dechnolegau Dysgu a TG, gan gynnwys creu cynllun gweithredu dysgu digidol a sicrhau bod y datblygiad yn bodloni amcanion strategol eraill o fewn y Brifysgol.

Datblygu adnoddau dysgu effeithiol gyda staff perthnasol, sy'n gwella dealltwriaeth o'r defnydd o dechnolegau digidol i staff a myfyrwyr ac yn darparu llwyfan digidol ar gyfer yr holl gymorth i fyfyrwyr yn yr un man.

Creu cyrsiau byr ar gyfer yr holl staff yn y defnydd o dechnoleg ddigidol a chyrsiau byr eraill yn ôl yr angen.

Cysylltu ag aelod(au) o'r Tîm Datblygiad Academaidd i adolygu'r cynllun Tiwtor Personol, gan gynnwys datblygiad y templed tiwtor personol ar yr Amgylchedd Dysgu Rhithiol, dogfennaeth ac arweiniad ar y cynllun, a phrofiad technegol ynghylch sut y gellir defnyddio technoleg i gynorthwyo i gadw myfyrwyr.

Ysgrifennu dogfennau tendro a dogfennaeth gefnogi ar gyfer prynu llwyfannau technoleg gan gynnwys yr Amgylchedd Dysgu Rhithiol Panopto, Turnitin ac unrhyw feddalwedd arall sydd ei angen, a sicrhau bod y technolegau hyn yn bodloni deddfwriaeth gan gynnwys safonau hygyrchedd, cydymffurfiaeth GDPR a safonau'r Gymraeg.

Rheoli a mentora aelodau tîm, gan ddarparu arweiniad a chefnogaeth ar gyfer datblygiad proffesiynol.

Adolygu prosesau busnes cyfredol ac adnabod lle gellir ennill effeithiolrwydd drwy ddefnyddio technoleg ddigidol ar draws y Brifysgol.

Cydweithredu â staff academaidd a phroffesiynol i sicrhau defnydd o offer rhyngweithiol a thechnolegau digidol i wella arferion gwaith ac addysgu a bodloni strategaethau'r Brifysgol a phrosesau busnes prif lif.

Sefydlu partneriaethau proffesiynol ar draws y Brifysgol gyda chyfadrannau Academaidd a Gwasanaethau Proffesiynol eraill, gan ddatblygu perthnasoedd effeithiol o ddylanwad ac ymddiriedaeth, a gweithredu prosesau digidol ar draws y brifysgol drwy sicrhau bod defnyddwyr yn defnyddio technoleg a phrosesau digidol.

Darparu cefnogaeth o ansawdd uchel ar gyfer defnyddio'r offer i ddysgu digidol, a sicrhau bod defnydd yn tyfu yn unol â strategaethau'r Brifysgol, drwy hwyluso datblygiad staff drwy greu

cyrsiau ar-lein ac arwain digwyddiadau dysgu digidol, cynnal seminarau dysgu dros ginio, gweithdai a hyfforddiant un i un.

Arwain unrhyw adroddiadau uniongyrchol a bod yn gyfrifol am ddethol a recriwtio, hyfforddi a datblygu aelod o'r tîm, gan gynnwys darparu'r achos busnes ar gyfer adnoddau ychwanegol yn ôl yr angen.

Arwain gweithgor hygyrchedd a bodloni pob deddfwriaeth hygyrchedd berthnasol a sicrhau bod systemau a dogfennaeth yn bodloni safonau hygyrchedd cyrff cyhoeddus. Bydd y rôl yn cydweithredu gyda staff proffesiynol ac academaidd i sicrhau y gellir bodloni'r safonau.

Cydweithredu ag Undeb y Myfyrwyr ar brosiect sy'n canolbwyntio ar y myfyrwyr i sicrhau ymgysylltiad myfyrwyr yn y broses a sicrhau bod barnau myfyrwyr yn cael eu hystyried a'u gwerthfawrogi, gan gynnwys arolygu profiad digidol myfyrwyr.

Ymgymryd ag ymchwil addysgeg a thechnolegol i ddefnyddio arferion da wrth ddefnyddio technoleg ddigidol, i ddatblygu rhwydweithiau mewnol ac allanol, meincnodi gwasanaethau a chynrychioli a hyrwyddo'r gwasanaethau digidol mewn mannau proffesiynol.

Sicrhau cydymffurfiaeth â gofynion a pholisïau rheoleiddio mewnol ac allanol perthnasol, a gofynion cyfreithiol mewn perthynas â deunyddiau a gwasanaethau dysgu cyhoeddedig, e.e. amddiffyn data, hawlfraint a hygyrchedd.

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 yn 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 gynhwysir 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 i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau 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 fynegol, 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 ar 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 unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Prifysgol Wrecsam
Wrexham University

Teitl y Swydd:

| Rheolwr Datblygu Amgylchedd Dysgu Rhithiol (VLE) |

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 arwain a rheoli newid yn effeithiol.	Ff, C	H
		1.2	Sgiliau rheoli prosiect a'r gallu i reoli prosiectau a dylanwadu ar staff a myfyrwyr i weithredu newid.	Ff, C	H
		1.3	Y gallu i weithio'n effeithiol gydag eraill fel aelod cymwys o'r tîm a chydlynydd.	Ff, C	H
		1.4	Yn meddu ar radd uchel o fentergarwch, cyfrifoldeb a hunan-gymhelliant.	Ff, C	H
		1.5	Sgiliau rhyngbersonol a chyfathrebu rhagorol	Ff, C	H
		1.6	Sgiliau datrys problemau, gweinyddol a threfnu rhagorol.	C	H
		1.7	Sgiliau ymchwilio addysgeg.	Ff, C	H
		1.8	O leiaf 3 blynedd o brofiad o reoli gweinyddiaeth a defnydd o lwyfannau Amgylchedd Dysgu Rhithiol.	Ff, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth o gysyniadau rheoli prosiect a'r gallu i'w cymhwyso'n effeithiol.	Ff, C	H

		2.2	Gwybodaeth ragorol am systemau a gweithdrefnau AU.	Ff, C	H
		2.3	Dealltwriaeth o weithdrefnau Sicrhau Ansawdd o fewn AU.	Ff, C	D
		2.4	Y gallu i arddangos gwybodaeth am dechnolegau cyfredol a rhai sy'n datblygu.	Ff, C	H
		2.5	Gwybodaeth ynghylch arferion gorau wrth gydymffurfio â gofynion cyfreithiol, gan gynnwys hawlfraint ac eiddo deallusol.	Ff, C	H
		2.6	Deall cyllidebau a chostau a gallu gweithio o fewn cyfyngiadau cyllideb	Ff, C	H
		2.7	Y gallu i gyfathrebu'n effeithiol gyda staff ar bob lefel ac ar draws amrywiaeth eang o faterion technegol, cymhleth ac academaidd sy'n gysylltiedig â thechnoleg ddigidol	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Gradd anrhydedd o ddisgyblaethau perthnasol gan gynnwys Addysg, Cyfrifiadureg, Gwyddor gwybodaeth neu debyg neu gyfwerth	Ff/C	H
		3.2	Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.	Ff/C	H
		3.3	Cymhwyster mewn Rheoli Prosiect e.e Prince II	Ff/C	D
		3.4	Cymhwyster addysgu neu'n gweithio tuag at un.	Ff/C	D
4	Profiad Perthnasol	4.1	Profiad sylweddol o weithio gyda thechnoleg a'i rhoi ar waith mewn amgylchedd dysgu ac addysgu	Ff/C	H
		4.2	Profiad amlwg o'r gallu i gyfathrebu â phobl o bob statws.	Ff/C	H
		4.3	Profiad o reoli nifer o brosiectau a bodloni amserlenni a gynigwyd ac arwain newid ar draws adrannau a thimau.	Ff/C	H
		4.4	Profiad amlwg o ddarparu hyfforddiant a chymorth i ddefnyddwyr a darparu adnoddau ar-lein.	Ff/C	H

		4.5	Profiad o gydweithio a hyfforddi staff ar draws disgyblaethau a ffiniau adrannol	Ff/C	H
		4.6	Lleiafswm o 5 mlynedd o brofiad o arloesedd digidol mewn sefydliad addysg uwch	Ff/C	H
		4.7	Profiad o ddatblygu adnoddau ar-lein hygyrch ac o ansawdd dda	Ff/C	H
5	Gofynion Arbennig	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	Darganfod datrysiadau - 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 a dangos diddordeb mewn syniadau newydd a ffyrdd newydd o weithio. Addasu i sefyllfaoedd anghyfarwydd, gofynion yn newid a rolau yn newid.	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 i'r sefydliad drwy ddeall y darlun ehangach a dangos ymrwymiad i werthoedd sefydliadol.	Ff, C	H
		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	Ff, C	H

—		ac ymddygiadau proffesiynol i'w galluogi i gyrraedd eu potensial llawn.		
	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				

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

- CORE VALUES -
ACCESSIBLE
CLICK TO VIEW

- CORE VALUES -
SUPPORTIVE
CLICK TO VIEW

- CORE VALUES -
INNOVATIVE
CLICK TO VIEW

- CORE VALUES -
AMBITIOUS
CLICK TO VIEW

Faculty/Department	Information Services
Section	Digital Solutions
Job Title	Virtual Learning Environment (VLE) Development Manager
Reports to	Digital Solutions Manager
Responsible for	Digital Team
Grade	SAP1

Principal Accountabilities

To be responsible for multiple digital projects and ensure they are embedded in working and teaching practice and are delivered on time and within a proposed budget.

Responsibility for online delivery working with academics to ensure North Wales Management School courses are available on time and to quality expected

Overall responisble for a variety of University Learning Platforms.

To coach and support students, academic and professional staff in embedding digital and digital skills into their study, teaching and working practices.

Key Tasks

To provide expertise in identifying future digital projects and ensure these projects contribute to the development and subsequent implementation of strategies and plans, including the Supporting Student Learning and Achievement Strategy, the Digital Enhancement Strategy and the Active Learning Framework.

To evaluate requests for digital projects/initiatives, in conjection with the Technical Review Panel, ensuring they meet the University's requirements and are value for money and can be achieved within the desired timescale whilst meeting University's strategies.

To liase with Higher Education Partnerships (HEP) and work with the Project Manager for NWMC and academics to ensure modules are ready to launch and student and staff enrolment are completed to a timescale six times a year.

To be responsible for the Canvas platform (VLE), Moodle and integrations to other software such as SITs, Panopto, Unitu and Turnitin.

To be accountable for digital projects as agreed by the Virtual Learning Environment (VLE) Development Manager and create steering group, scoping documents, and ensuring appropriate timescales within a defined budget are created.

To provide strategic lead in conjunction with the Information Services Senior in the development and delivery of the use of Learning and IT technologies by staff and students across the University including the creation of a digital learning action plan and ensuring the development meets other strategic aims within the University.

To develop with appropriate staff effective learning resources that enhances understanding of the use of digital technlogies for staff and students and provide a one stop digital platform for all student support.

To create short courses for all staff in the use of digital technology and other short course as required.

To liaise with the member(s) of the Academic Development Team in reviewing the Personal Tutor scheme including the development of the personal tutor template on the VLE, documentation and guidance on the scheme and technical experience on how technology can be used to help retention.

To write tender documents and support documentation for the purchasing of technology platforms including the VLE, Panopto, Turnitin and other software as required and ensure these technology meet legislation including accessbility standards, GDPR compliance and Welsh standards.

Manage and mentor team members, providing guidance and support for professional development.

To review present business processes and identify where efficiencies can be gained by using digital technology across the University.

To collaborate with academic and professional staff to ensure the embedding of interactive tools and digital technologies to improve working and teaching practice to meet University strategies and streamline business processes.

Establish professional partnerships across the University with Academic faculties and other Professional Services, developing effective relationships of influence and trust, and embedding digital across the university by ensuring user adoption of digital processes and technology.

To provide high quality support in use of tools for digital learning, and ensure that usage grows in line with the University's strategies, by facilitating staff development through the creation of online courses and by leading on digital learning events, learning lunches hosting seminars, workshops and one to one training.

To lead any direct reports and be responsible for selection and recruitment, training and development of member of the team, including providing the business case for extra resources as required.

To lead an accessibility working group and meet all relevant accessiblity legislation and ensure systems and documention meet public bodies accessibility standards. The role will collaborate with both professional and academic staff to ensure the standards can be met.

To collaborate with the Student Union on student focused project to ensure student engagement in the process and ensure student opinions are consided and valued including the surveying of student's digital experience.

To undertake pedagogy and technological research into good practice in the use of digital technology, to develop networks both internally and externally, to benchmark services and to represent and promote the digital services in professional arenas

To ensure compliance with relevant internal and external regulatory requirements, and legal requirements in relation to published learning materials and service, e.g. data protection, copyright and accessibility.

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: | Virtual Learning Environment (VLE) Development 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 lead and effectively manage change.	A,I	E
		1.2	Project management skills and able to lead projects and influence staff and students to embed change.	A,I	E
		1.3	The ability to work effectively with others as a competent team member and co-ordinator.	A,I	E
		1.4	High degree of initiative, responsibility and self-motivation	A,I	E
		1.5	Excellent interpersonal and communication skills	A,I	E
		1.6	Excellent problem solving, administrative and organisational skills	I	E
		1.7	Pedagogic research skills	A,I	E
		1.8	At least 3 years experience managing the administration and usage of VLEplatforms	A,I	D
2	General & Specialist Knowledge	2.1	Understanding of project management concepts and be able to apply them effectively.	A,I	E
		2.2	Excellent working knowledge of HE procedures and systems	A,I	E
		2.3	Knowledge of Quality Assurance procedures within HE	A,I	D
		2.4	Able to demonstrate knowledge of current and emerging learning technologies	A,I	E

4		2.5	Knowledge of best practice in conforming to legal requirements, including copyright, intellectual property.	A,I	E
		2.6	To understand budgets and costings and be able to work within budget constraints	A,I	E
		2.7	Ability to communicate effectively with all levels of staff across a wide range of technical, complex and academic issues related to digital technology	A,I	E
3	Education & Training	3.1	An honours degree from relevant disciplines including Education, Computer Science, information Science or similar of equivalent	A/I	E
		3.2	Evidence of Continuing Professional Development.	A/I	E
		3.3	Qualification in Project Management eg Prince II	A/I	D
		3.4	Teaching qualification or working towards one	A/I	D
4	Relevant Experience	4.1	Significant experience working with and implementing technology in a learning and teaching environment	A/I	E
		4.2	Proven experience of the ability to communicate with all levels of seniority.	A/I	E
		4.3	Experience of managing multiple projects and meeting proposed timescales and leading change across departments and teams.	A/I	E
		4.4	Proven experience in delivering training and user support and providing online resources.	A/I	E
		4.5	Experience of collaborative and coaching staff across discipline and departmental boundaries	A/I	E
		4.6	Minimum of 5 years experience of digital innovation in a higher education setting	A/I	E
		4.7	Experience of developing high-quality, accessible online resources	A/I	E
5	Special Requirements	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.	A,I	E

		Building genuine and open long-term relationships in order to drive up standards.		
	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				

		A	Application Form
Key	**Identification Method**	**I**	Interview
		T	Test

		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable