

**JOB DESCRIPTION/PERSON  
SPECIFICATION**

<b>Job Title:</b>	Subject Matter Experts – Digital Technology Solutions
<b>Responsible to:</b>	Associate Principal
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	To be involved in every aspect of the project development process, from brainstorming curriculum content and working with our academic team and quality teams, to breaking approved specifications down into step-by-step build guidance for our Creative Technologist and Content Developer to build from to bring the whole project together.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Project manage to deliver an exciting new on line learning platform and full course, which allows students to maximise the unique qualities and immersive medium of an online learning platform incorporating video content.
2.2	Support in creating engaging learning activities and compelling course content
2.3	Work with colleagues within specialism to ensure
2.4	Quality manage the project and material produced.
2.5	Ensure all content produced is on brand.
2.6	Build rapport with current learners and curriculum staff to ensure effective working relationships
2.7	Produce story boards, interpret validation documents and create learning materials
2.8	Demonstrate and promote a clear focus on the role of technology in supporting business across a range of contexts and sizes
2.9	Lead, develop, deliver, support and assess modules that challenge students to define and refine their specialist practice.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Work with colleagues within the set specification, ensuring a clear overview of end product. Test product with audiences and provide feedback to refine end product.
3.2	Manage multiple projects with varying deadlines ensuring quality is not negatively impacted.
3.3	Interpreting, explaining and sense checking audience feedback
3.4	Guide a team of people ensuring all are on task and working to the relevant brief.
3.5	Ensure all content produced is accessible using a range of accessibility tools

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> </ul>

	<ul style="list-style-type: none"> <li>To report immediately any defects in plant, equipment or the environment</li> </ul>
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<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	<p>Level 2/GCSE English and Maths</p> <p>Related degree / higher degree qualification in related subject area</p> <p>Teaching qualification</p>	E E	D
<b>Specialist Knowledge</b>	<p>Knowledge and experience in a wide array of multimedia tools</p> <p>Current subject knowledge and industry experience</p> <p>Knowledge of industry standard practice and able to integrate into teaching</p> <p>Demonstration of SMART Target setting through tutorial programmes</p> <p>Knowledge of GDPR</p>	E E E E E	
<b>Experience</b>	<p>Experience of delivering HE computing at a high level</p> <p>Experience of managing multiple deadlines and projects</p> <p>Experience of working under pressure</p> <p>Upto date CPD record</p> <p>Good track record of recent practical experience in the appropriate industry or profession</p>	E E E E	D
<b>Skills and Attributes</b>	Excellent time management skills	E	

	<p>Ability to plan and analyse, design, structure, communication and collaborate with a number of stakeholders to set timeframes</p> <p>Ability to plan and implement a project from start to finish</p> <p>Creative, innovative approach</p> <p>Strong communication skills</p> <p>Demonstrable commitment to quality</p> <p>Confident and comfortable in front of the camera with a good on screen presence</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>Other</b>	DBS check carried out on appointment	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*